



CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY JOINT MEETING
AGENDA

Tuesday, March 21, 2023, 6:30 p.m.
125 E. College Street, Covina, California
Council Chamber of City Hall

IMPORTANT NOTICE

Members of the public may view the meeting live on the City's website at www.covinaca.gov or on local cable television, Spectrum channel 29 and Frontier Channel 42. To view from the website, hover over the Departments & Services tab until the drop-down menu appears and click on City Council Video Library under the City Council header. A live banner will appear at the start of the meeting.

Public Comments: During the meeting, there will be an opportunity for the public to speak. Public testimony is limited to five (5) minutes per speaker, unless, for good cause, the Mayor/Chairperson amends the time limit; a speaker's time may not be transferred to another speaker. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed.

In Person: To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance of the Council Chamber and give it to the City Clerk. Your name will be called when it is your turn to speak.

Remotely via Zoom: Access the meeting remotely via Zoom with one of the following devices: Computer or Smart Device:

<https://us02web.zoom.us/j/82311734774?pwd=REx6VXdYYjlfFU2hKM3F0K0FEL2dqQT09>

*Telephone:
Dial: +1 669 900 6833
Meeting ID: 823 1173 4774
Passcode: 693642*

- 1. To request to speak during public comment, please click the "Raise Hand" button on the Zoom toolbar "Reactions" tab.*

Note:

Computer / Smart Device Users: The "raise hand" feature is in the reactions tab.

Telephone Users: Press star-nine (*9) on your phone to raise your hand.

2. Staff will announce your name as listed on Zoom or the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); speaker must be present when called to speak.
3. Please state your first and last name and city of residence at the beginning of your remarks for the record.
4. The microphone will be muted by staff when you have completed your comments or five (5) minutes have expired, whichever occurs first.

Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Pages

CLOSED SESSION

1. CALL TO ORDER

Council/Agency/Authority Members: Hector Delgado, John C. King, Victor Linares, Mayor Pro Tem/ViceChair Walter Allen, III, and Mayor/Chair Patricia Cortez

2. PUBLIC COMMENTS

The public is invited to comment on Closed Session items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit.

3. CLOSED SESSION

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to closed session for the following:

a. GovernmentCode § 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 626 & 602 S. Citrus Avenue, Covina

Agency Negotiator: Chris Marcarello, Executive Director, Successor Agency to the Covina Redevelopment Agency

Brian Lee, Community Development Director

Negotiating Parties: City of Covina

Bayer Auto Group, Tenant

Under Negotiation: Price and Terms of Payment

b. GovernmentCode § 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 176 E. Badillo St., Covina

Agency Negotiator: Chris Marcarello, Executive Director, Successor Agency to the Covina Redevelopment Agency

Brian Lee, Community Development Director

Negotiating Parties: City of Covina

Frontier Communications, Tenant

Under Negotiation: Price and Terms of Payment

c. Government Code § 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 233 N. Second St., Covina

Agency Negotiator: Chris Marcarello, Executive Director, Successor Agency to the Covina Redevelopment Agency

Brian Lee, Community Development Director

Negotiating Parties: City of Covina

State of California, Tenant

Under Negotiation: Price and Terms of Payment

d. Government Code § 54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 114 E. Italia Street

Agency Negotiator: Chris Marcarello, City Manager, City of Covina

Brian Lee, Community Development Director, City of Covina

Negotiating Parties: The Mena Co., dba “Giovanni’s”

Under Negotiation: Price and Terms of Payment

e. Government Code § 54956.9(d)(1) CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION:

One Matter: *In re National Prescription Opioid Litigation*

4. RECESS

JOINT MEETING—OPEN SESSION 7:30 PM

5. RECONVENE AND CALL TO ORDER

6. ROLL/CALL

7. PLEDGE OF ALLEGIANCE

Led by Councilmember King

8. INVOCATION

Given by Covina Police Chaplain Ron Butler

9. PRESENTATIONS

a. National Public Safety Telecommunicators Week

10. PUBLIC COMMENTS

To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit.

11. COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

12. CITY MANAGER COMMENTS

13. CONSENT CALENDAR

All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Agency/Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

a. Minutes

7

Staff Recommendation:

Approve the Minutes of the March 7, 2023, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

b. Payment of Demands

12

Staff Recommendation:

Approve Payment of Demands in the amount of \$2,075,071.27.

c. Grant of Easement to Southern California Edison (SCE) for access over City property (APN 8448-017-900) Rancho La Merced Water Tank Property – Resolution CC 2023-13

18

Staff Recommendation:

Adopt Resolution CC 2023-13 accepting access easement to Southern California Edison (SCE) over City property (APN 8448-017-900) located within Rancho La Merced Water Tank Property.

d. Adopt Resolution CC 2023-14, Establishing a Tree Maintenance Standard for City-Owned Trees

28

Staff Recommendation:

Adopt Resolution CC 2023-14, Establishing a Tree Maintenance Standard for City-Owned Trees.

e. 2022 Annual Housing Element Progress Report

55

Staff Recommendation:

Receive and file.

f. Request to Amend the Classification Plan to Reorganize the Administrative

96

Services Department and Community Development Department Job Classifications and Salary Ranges

Staff Recommendation:

That the City Council adopt Resolution CC 2023-16 and Resolution CC 2023-17, authorizing the following organizational changes:

- 1.) Amend the City's Classification plan to establish job classifications and salary ranges for a Deputy Director of Administrative Services-Finance and a Deputy Director of Administrative Service-Human Resources within the Mid-Management, Supervisory and Professional and Confidential and Technical Employees (Unaffiliated) Compensation Rules;
- 2.) Authorize the City Manager to execute a side letter agreement between the City and the American Federation of State, County and Municipal Employees (AFSCME) Bargaining Unit to amend the salary ranges and job descriptions for Account Clerk I and Account Clerk II, revise the Neighborhood Preservation Officer job description and create a new job classification and salary range for Senior Neighborhood Preservation Officer.

- g. SB 341 Compliance Report on the Housing Successor Agency Low- and Moderate-Income Housing Asset Fund** 161

Staff Recommendation:

Receive and file the report.

- h. Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ended June 30, 2022** 177

Staff Recommendation:

Receive and file the following reports for Fiscal Year ended June 30, 2022: (1) Annual Comprehensive Financial Report (ACFR) and related Auditor Communications, (2) Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit, and (3) the Single Audit of Federally Assisted Grant Programs.

14. PUBLIC HEARINGS

- a. Consideration of Resolutions CC 2023-18, CC 2023-19 & CC 2023-20, Authorizing Annexation of Territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 33) & to Call and Hold a Special Election- 671 E. Puente St.** 393

Staff Recommendation:

- 1.City Council to open the public hearing and consider public testimony and close the public hearing; and
- 2.Adopt Resolution CC 2023-18, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 33) and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and
- 3.Adopt Resolution CC 2023-19, calling a special election and submitting to the voters of Annexation No. 33 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special

taxes within Annexation No. 33 to finance public services, and the establishment of an appropriations limit; and
4. Adopt Resolution CC 2023-20 making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 33.

15. ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for April 4, 2023 at 6:30 p.m. for closed session and at 7:30 p.m. for open session inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.

The Covina City Clerk's Office does hereby declare that the agenda for the March 21, 2023, meeting was posted on the City's website and near the front entrance of Covina City Hall, 125 East College Street, Covina, in accordance with California Government Code Section 54954.2(a).

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.

DRAFT



MINUTES OF MARCH 7, 2023

REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA AND VIRTUALLY VIA ZOOM

CALL TO ORDER/ROLL CALL

Mayor Pro Tem Allen called the Council/Agency/Authority meeting to order at 7:32 p.m. with all Councilmembers present.

ROLL CALL

Councilmembers Present: Hector Delgado, John C. King, Victor Linares, Mayor Pro Tem/Vice-Chair Walter Allen, III, and Mayor/Chair Patricia Cortez.

Councilmembers Absent: None.

Elected Members Present: City Clerk Drew Aleman, City Treasurer Neil Polzin.

Staff Members Present: City Manager Chris Marcarello, City Attorney Candice K. Lee, Police Chief David Povero, Administrative Services Director Anita Agramonte, Community Development Director Brian Lee, Parks & Recreation/Library Services Director Lisa Evans, Public Works Director Andy Bullington, Interim Chief Deputy City Clerk, and Deputy City Manager Angel Carrillo.

PLEDGE OF ALLEGIANCE

Led by Councilmember Linares.

INVOCATION

Given by Covina Police Chaplain Ron Butler.

PRESENTATIONS

A. American Red Cross Month Proclamation

Mayor Cortez presented the proclamation to Todd Blecha – Vice Chair, American Red Cross San Gabriel Pomona Valley Chapter.

Mr. Blecha expressed his appreciation for the support given to American Red Cross by the City of Covina.

DRAFT

PUBLIC COMMENTS

Dora Gomez, Luminate Church, advised Council that the church will be holding their live Easter Musical on March 31 at 7 p.m., April 1 at 3 p.m. & 7 p.m. and April 2 at 6 p.m. She also thanked Council for their continued support.

Michael Kelly, President of the Board of Governors, Covina United Methodist Church, advised Council that the church has appointed an Ad Hoc committee to look into reallocation of property to build senior housing and other facilities on their property. He indicated they had previously met with city staff and were presently searching for a non-profit developer to assist with the project.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Councilmember King indicated he was excited about the Easter musical being held by Luminate Church. In addition, he was happy to see baseball season starting and mentioned the first show, since the City took ownership, at the Covina Center for the Arts being a big success.

Mayor Pro Tem Allen requested Council adjourn tonight's meeting in honor of Auxiliary Bishop David O'Connell, who passed away during the month of February.

Mayor Cortez indicated she was excited with the Covina Center for the Arts signage for the Laugh Factory. In addition, she requested Council also adjourn in memory of David Reyno, Director of Government Relations, Foothill Transit Agency who recently passed away.

CITY MANAGER COMMENTS – None.

CONSENT CALENDAR

Mayor Pro Tem Allen requested item CC 8 be pulled from the Consent Calendar for separate discussion.

A motion was made by Councilmember King, seconded by Councilmember Delgado, to approve Consent Calendar items CC 1 through CC 7 and CC 9.

Motion approved by roll call vote for Consent Calendar CC 1 through CC 7 and CC 9 as presented:

AYES: DELGADO, KING, LINARES, ALLEN, CORTEZ
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

CC 1. Minutes

Staff Recommendation:

Approve the Minutes of the February 7, 2023, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

DRAFT

CC 2. Minutes

Staff Recommendation:

Approve the Minutes of the February 21, 2023, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

CC 3. Payment of Demands

Staff Recommendation:

Approve Payment of Demands in the amount of \$2,327,175.86.

CC 4. Workman Avenue Street Rehabilitation Project – Project No. P2307

Staff Recommendation:

- 1.) Approve plans and specifications for the Workman Avenue Street Rehabilitation Project – Project No. P2307; and
- 2.) Award the Contract for the Workman Avenue Street Rehabilitation Project – Project No. P2307 to Gentry Brothers, Inc. as the lowest responsive bidder in an amount of \$515,235.00 and authorize the City Manager to execute the Contract; and
- 3.) Authorize a contingency amount of \$51,523.00 for any unforeseen construction expenses.

CC 5. Barranca Avenue and Cienega Avenue Rehabilitation Project – Award of Contract for Design Engineering Services to CEJ Engineers, Inc. for an Amount Not-to-Exceed \$63,020

Staff Recommendation:

- 1.) Award a contract for Barranca Avenue and Cienega Avenue Rehabilitation Project Design Engineering Services to CEJ Engineers, Inc. as the responsible bidder in an amount not-to-exceed \$63,020 and authorize the City Manager to execute the contract; and
- 2.) Establish a contingency allowance of \$10,000 with CEJ Engineers, Inc. for additional services, if needed.

CC 6. Approval of First Amendment - Professional Services Agreement with RSG Inc. for Compliance Monitoring for an Income-Restricted 180-unit Multifamily Apartment Building Known as Cienega Gardens Apartments

Staff Recommendation:

Authorize the Executive Director to execute the First Amendment to the Professional Services Agreement between the Covina Housing Authority and RSG Inc. for Compliance Monitoring for an income-restricted 180-unit multifamily apartment building known as Cienega Gardens Apartments.

CC 7. Adoption of Resolution CC 2023-12 endorsing a Public Convenience or Necessity (PCN) for On-Sale General – Music Venue (Type 90) License at 104 N. Citrus Avenue. (The Covina Center for the Performing Arts)

DRAFT

Staff Recommendation:

Adopt **Resolution CC 2023-12**, Endorsing a determination of Public Convenience or Necessity (“PCN”) to allow City of Covina (Applicant), to obtain an On-Sale General – Music Venue (Type 90) License.

- CC 9. Professional Services Agreement Between the City of Covina and Eagle Signs for Exterior Signage for 100-104 N. Citrus and Make a Determination that the Action is Exempt Under CEQA

Staff Recommendation:

1. Approve the Professional Services Agreement between the City of Covina and Eagle Signs; and
2. Authorize the City Manager or his designee to execute the agreement on behalf of the City of Covina; and
3. Make a determination that the action is exempt under CEQA.

CONSENT CALENDAR ITEMS PULLED FOR SEPARATE DISCUSSION

- CC 8. Ordinance 23-01, Mitigated Negative Declaration (MND), and Mitigation Monitoring Reporting Program Concerning the Proposed Allowance of Cannabis Retailers and Microbusinesses to Conduct Business in the City of Covina, Subject to Proposed Amendments to Title 5 (Business Licenses and Regulations) and Title 17 (Zoning) of the Covina Municipal Code, and Making a Finding in Accordance with CEQA

Staff Recommendation:

Adopt on second reading **Ordinance 23-01** "Amending Title 5 (Business Licenses and Regulations) and Title 17 (Zoning) of the Covina Municipal Code to allow the establishment and operation of cannabis retailers in the C-3 Commercial Zone (Central Business), C-3A Commercial Zone (Regional or Community Shopping Center), C-4 Commercial Zone (Highway) and C-5 Commercial Zone (Specified Highway) and cannabis microbusinesses in the Light Manufacturing Zone, and adopting a mitigated negative declaration (SCH#2023010189) and a mitigation monitoring and reporting program pursuant to the California Environmental Quality Act.”

A motion was made by Mayor Pro Tem Allen, seconded by Councilmember King, to approve Consent Calendar item CC 8, as presented.

Motion approved by roll call vote for Consent Calendar item CC 8 as follows:

AYES: DELGADO, KING, LINARES, CORTEZ
NOES: ALLEN
ABSTAIN: NONE
ABSENT: NONE

ADJOURNMENT

DRAFT

At 7:49 p.m., the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority adjourned in memory of Auxiliary Bishop David O'Connell and Foothill Transit Director of Government Relations, David Reyno, to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, March 21, 2023, at 6:30 p.m., for closed session and 7:30 p.m., for open session in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

Evelyn Leach, Interim Chief Deputy
City Clerk

Approved this 21st day of March, 2023:

Patricia Cortez, Mayor/Chair



CITY OF COVINA AND SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY AGENDA ITEM REPORT

Meeting: March 21, 2023
Title: Payment of Demands
Presented by: Anita Agramonte, Administrative Services Director
Recommendation: Approve Payment of Demands in the amount of \$2,075,071.27.

EXECUTIVE SUMMARY/BACKGROUND:

Attached is a list of warrants and demands which are being presented for approval and are summarized as follows:

Accounts Payable Warrants February 17, 2023 – March 2, 2023

CITY checks/EFTs	\$ 1,149,590.53
CITY payroll	\$ 917,235.84
CITY voids	\$ (9,473.15)
Worker's Comp	\$ 11,584.59
	<u>\$ 2,068,937.81</u>
SACRA checks/EFTs	\$ 1,400.01
SACRA payroll	\$ 4,733.45
	<u>\$ 6,133.46</u>
TOTAL checks/EFTs	<u>\$ 2,075,071.27</u>

DISCUSSION:

The attached reports have been reviewed by the Administrative Services Director.

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 22/23 Budget.

Respectfully submitted,



Anita Agramonte
Administrative Services Director

Report Approval Details

Document Title:	Payment of Demands.docx
Attachments:	- Check Register February 17, 2023 - March 2, 2023.pdf
Final Approval Date:	Mar 15, 2023

This report and all of its attachments were approved and signed as outlined below:

Theresa Franke

Anita Agramonte

Fabian Velez

Chris Marcarello

CITY OF COVINA
Check Register
Feb 17, 2023 - Mar 2, 2023

Check #	Check Date	Vendor	Name	Amount
5876	01/31/2023	283	BANK OF THE WEST	22,136.68
5877	02/22/2023	2953	URBAN FUTURES INC	1,500.00
5878	03/02/2023	4003	MidAmerica	1,975.16
20650	03/02/2023	788	COVINA, CITY OF	44,569.92
20651	03/02/2023	789	COVINA-FSA, CITY OF	977.82
20652	03/02/2023	2033	NATIONWIDE RETIREMENT SOLUTIONS	22,401.97
20653	03/02/2023	788	COVINA, CITY OF	25.98
20654	03/02/2023	2033	NATIONWIDE RETIREMENT SOLUTIONS	6,550.00
20655	03/02/2023	487	CalPERS	87,304.51
20656	03/02/2023	487	CalPERS	7,381.46
			subtotal EFT/wires/direct deposits	\$ 194,823.50
114856	02/23/2023	123	WALTER ALLEN III	45.72
114857	02/23/2023	219	AT&T	72.98
114858	02/23/2023	269	BAKER AND TAYLOR INC	2,144.48
114859	02/23/2023	437	BURRO CANYON ENT INC	130.00
114860	02/23/2023	649	CINTAS CORP #693	662.40
114861	02/23/2023	706	COMMERCIAL DOOR METAL SYSTEMS INC	8,494.76
114862	02/23/2023	749	THE COUNSELING TEAM	710.00
114863	02/23/2023	783	CITY OF COVINA WATER	122.76
114864	02/23/2023	970	EDISON CO	4,471.51
114865	02/23/2023	1055	FEDEX	123.96
114866	02/23/2023	1156	THE GAS COMPANY	5,018.08
114867	02/23/2023	1204	GOLDEN STATE WATER COMPANY	71.95
114868	02/23/2023	1561	KEYSTONE UNIFORM DEPOT	29.77
114869	02/23/2023	1617	LA CNTY REGISTRAR RECORDER	2,839.00
114870	02/23/2023	1619	LA CNTY SHERIFF'S DEPT	386.24
114871	02/23/2023	1792	MANNING & MARDER KASS,	382.50
114872	02/23/2023	1933	MISSION LINEN SUPPLY	29.04
114873	02/23/2023	2163	PACIFIC PARKING SYS INC	541.78
114874	02/23/2023	2270	PLUMBING WHOLESALE OUTLET	1,879.74
114875	02/23/2023	2415	REPUBLIC MASTER CHEFS	352.62
114876	02/23/2023	2444	RIO HONDO COLLEGE	208.00
114877	02/23/2023	2619	SGV EXAMINER	1,034.00
114878	02/23/2023	2712	SOUTHERN CA ASSOC OF GOV	5,774.00
114879	02/23/2023	2855	CHARTER COMMUNICATION	120.48
114880	02/23/2023	3001	VERIZON WIRELESS	25.98
114881	02/23/2023	3004	VICTORY EXTERMINATING INC	75.00
114882	02/23/2023	3589	SOUTHERN COMPUTER WAREHOUSE INC	797.41
114883	02/23/2023	3796	RICHARDS, WATSON & GERSHON	59.00
114884	02/23/2023	4255	RELIASTAR LIFE INSURANCE COMPANY	13.38
114885	02/23/2023	4374	ADMINISURE, INC	6,887.30
114886	02/23/2023	4455	FRONTIER	112.02
114887	02/23/2023	4558	TONON ATTORNEY SERVICE	179.98
114888	02/23/2023	4643	Bear Electrical Solutions, Inc.	2,575.00
114889	02/23/2023	4713	Fisher Integrated, Inc.	1,200.00
114890	02/23/2023	4824	Occu-Med, Ltd.	718.40
114891	02/23/2023	4833	Michael R. Hillmann	4,290.00
114892	02/23/2023	4885	ELIE FARAH	21,180.00
114893	02/23/2023	4925	Humane Society of Pomona Valley, Inc.	17,289.00
114894	02/23/2023	4928	Springstead & Associates, Inc.	4,000.00
114895	02/23/2023	4947	Cameron Saylor	2,692.31
114896	02/23/2023	4983	Ad Valorem Records, Inc.	4,003.20

CITY OF COVINA
Check Register
Feb 17, 2023 - Mar 2, 2023

Check #	Check Date	Vendor	Name	Amount
114897	02/23/2023	5099	CliftonLarsonAllen LLP	4,600.00
114898	02/23/2023	5112	Procure America, Inc	735.10
114899	02/23/2023	5122	Montenegro Consultants Inc	2,200.00
114900	02/23/2023	5134	Tolar Manufacturing Company Inc.	2,151.80
114901	02/23/2023	5137	MasterCorp Commercial Services LLC	4,286.72
114902	02/23/2023	5181	NBS Government Finance Group	4,833.75
114903	02/23/2023	5184	Danny Ryan Precision Contracting, Inc.	4,800.00
114904	02/23/2023	5228	ODP BUSINESS SOLUTIONS, LLC	54.15
114905	02/23/2023	5268	ESCRIBE SOFTWARE LTD	7,480.00
114906	02/23/2023	5269	CONTROL AIR HOLDINGS INC	828.08
114907	02/23/2023	5280	ALDERMAN & HILGERS LLP	13,836.00
114908	02/23/2023	5291	AMAZON CAPITAL SERVICES, INC	66.06
114909	02/23/2023	5317	JANET TINCH PEETS	3,772.25
114910	02/23/2023	5320	BROTHERS CODY LLC	3,523.21
114911	02/23/2023	5324	DALE THOMPSON	6,175.00
114912	02/23/2023	99999	ADOLFINA PAZ	45.00
114913	02/23/2023	99999	CHRIS MARCARELLO	1,055.13
114914	02/23/2023	99999	CITRUS VALLEY HEALTH PARTNERS	44.77
114915	02/23/2023	99999	COSIPA	150.00
114916	02/23/2023	99999	DANILO CAMOMOT	53.98
114917	02/23/2023	99999	DESTINY HENG	34.66
114918	02/23/2023	99999	DYLAN V LY	37.67
114919	02/23/2023	99999	ELIZABETH MCRAE	367.35
114920	02/23/2023	99999	ELIZABETH NG TAN	46.73
114921	02/23/2023	99999	EMERITA JARAMILLO	167.55
114922	02/23/2023	99999	ENOCH MARTINEZ	43.30
114923	02/23/2023	99999	EVERARDO FRANCISCO ROMO	22.91
114924	02/23/2023	99999	FOREVER SOCIAL LLC	51.68
114925	02/23/2023	99999	FOREVER SOCIAL LLC	51.68
114926	02/23/2023	99999	GOLDEN PICK	29.01
114927	02/23/2023	99999	GOLDEN PICK	18.90
114928	02/23/2023	99999	HECTOR DELGADO	65.72
114929	02/23/2023	99999	JAMES TAYLOR	80.00
114930	02/23/2023	99999	JEFF ENLOW	500.00
114931	02/23/2023	99999	MANNY ORTIZ	37.92
114932	02/23/2023	99999	MANUEL ESQUIVEL	12.55
114933	02/23/2023	99999	MARIANNE SARRAIL	69.86
114934	02/23/2023	99999	MARILYN JESSUP	55.82
114935	02/23/2023	99999	MICHAEL AGGAZZOTTI DICARLO	43.92
114936	02/23/2023	99999	PKL INVESTMENTS, LLC	79,304.50
114937	02/23/2023	99999	RICARDO OQUENDO	1,158.00
114938	02/23/2023	99999	SAMMIE MILLER	80.00
114939	02/23/2023	99999	SAMMIE MILLER	80.00
114940	02/23/2023	99999	SHERLOCK WHELOCK	16.38
114941	02/23/2023	99999	VICTOR LINARES	98.58
114942	02/23/2023	99999	XIOMARA MARTINEZ	45.00
114943	02/23/2023	4996	Green Giant Landscape, Inc.	59,800.25
114944	03/01/2023	32	ACE-1 AUTO SERVICE	550.00
114945	03/01/2023	84	AIRGAS-WEST	366.44
114946	03/01/2023	219	AT&T	462.05
114947	03/01/2023	493	CWE	23,456.25
114948	03/01/2023	568	CAT SPECIALTIES INC	1,193.90

CITY OF COVINA
Check Register
Feb 17, 2023 - Mar 2, 2023

Check #	Check Date	Vendor	Name	Amount
114949	03/01/2023	654	CITRUS CAR WASH	24.99
114950	03/01/2023	700	COLLEY FORD	127.70
114951	03/01/2023	749	THE COUNSELING TEAM	450.00
114952	03/01/2023	849	DAPEER ROSENBLIT & LITVAK LLP	8,941.23
114953	03/01/2023	970	EDISON CO	190.00
114954	03/01/2023	970	EDISON CO	2,395.29
114955	03/01/2023	1055	FEDEX	8.24
114956	03/01/2023	1156	THE GAS COMPANY	321.59
114957	03/01/2023	1198	GLOBALSTAR LLC	101.68
114958	03/01/2023	1361	HOLLIDAY ROCK CO INC	1,318.33
114959	03/01/2023	1531	JW LOCK CO INC	1,099.74
114960	03/01/2023	1612	LA CNTY DEPT OF PUBLIC WORKS	3,838.96
114961	03/01/2023	1615	REGIONAL TAP SERVICE CENTER	180.00
114962	03/01/2023	1617	REGISTRAR-RECORDER, COUNTY CLERK	60.00
114963	03/01/2023	1701	LIBERTY MANUFACTURING INC	4,537.91
114964	03/01/2023	1707	LIEBERT CASSIDY WHITMORE	4,676.00
114965	03/01/2023	2091	O REILLY AUTO PARTS	70.73
114966	03/01/2023	2134	ORKIN PEST CONTROL	141.00
114967	03/01/2023	2163	PACIFIC PARKING SYS INC	5,600.00
114968	03/01/2023	2345	QUILL	166.13
114969	03/01/2023	2407	REGIONAL TAP SERVICE CENTER	465.60
114970	03/01/2023	2426	REYNOLDS BUICK INC	1,770.38
114971	03/01/2023	2769	SULLY-MILLER CONTRACTING CO	75,121.76
114972	03/01/2023	2852	THREE VALLEY MUN WATER DISTR	33,733.31
114973	03/01/2023	2855	CHARTER COMMUNICATION	380.46
114974	03/01/2023	2855	CHARTER COMMUNICATION	397.24
114975	03/01/2023	2886	TRADEWAY GLASS CO	1,243.66
114976	03/01/2023	2953	URBAN FUTURES INC	1,500.00
114977	03/01/2023	2958	US POSTMASTER	5,365.90
114978	03/01/2023	3001	VERIZON WIRELESS	2,112.48
114979	03/01/2023	3004	VICTORY EXTERMINATING INC	75.00
114980	03/01/2023	3052	WATERLINE TECHNOLOGIES INC	1,891.65
114981	03/01/2023	3070	WEST COAST ARBORISTS INC	32,650.00
114982	03/01/2023	3274	WILLDAN ENGINEERING	715.00
114983	03/01/2023	3293	BAVCO	207.69
114984	03/01/2023	3300	SOUTHERN COUNTIES FUELS	1,390.41
114985	03/01/2023	3701	DEPARTMENT OF JUSTICE	130.00
114986	03/01/2023	3729	SUNBELT RENTALS INC	1,017.54
114987	03/01/2023	3749	JCL TRAFFIC SERVICES	3,755.43
114988	03/01/2023	3796	RICHARDS, WATSON & GERSHON	3,215.50
114989	03/01/2023	3964	RED WING BUSINESS ADVANTAGE ACCOUNT	600.00
114990	03/01/2023	3988	LANDSCAPE WAREHOUSE III	1,690.43
114991	03/01/2023	4065	VERIZON BUSINESS SERVICES	832.91
114992	03/01/2023	4077	INTERWEST CONSULTING GROUP INC	17,880.00
114993	03/01/2023	4123	RUDY CARDENAS	175.00
114994	03/01/2023	4246	FERGUSON WATERWORKS #1083	356.42
114995	03/01/2023	4247	UNITED WATER WORKS INC	6,775.55
114996	03/01/2023	4389	EMPLOY AMERICA	2,322.00
114997	03/01/2023	4455	FRONTIER	795.90
114998	03/01/2023	4535	OSWALDO MONROY	2,231.00
114999	03/01/2023	4571	POWER SECURITY GROUP INC	12,188.00
115000	03/01/2023	4656	SANDERS LOCK & KEY INC	250.00

CITY OF COVINA
Check Register
Feb 17, 2023 - Mar 2, 2023

Check #	Check Date	Vendor	Name	Amount
115001	03/01/2023	4676	Hill Brothers Chemical Company	1,172.61
115002	03/01/2023	4694	Leslie's Poolmart Inc	23.52
115003	03/01/2023	4764	UniFirst Corporation	1,215.49
115004	03/01/2023	4784	Apollo Wood Recovery, Inc.	12,945.26
115005	03/01/2023	4817	Weck Analytical Environmental Services, Inc.	208.00
115006	03/01/2023	4833	Michael R. Hillmann	266.80
115007	03/01/2023	4835	ABBA TERMITE & PEST CONTROL, INC	250.00
115008	03/01/2023	4854	CEJ Engineers, Inc.	6,460.00
115009	03/01/2023	4968	Semper Scientific, Inc	3,885.50
115010	03/01/2023	4983	Ad Valorem Records, Inc.	10,840.90
115011	03/01/2023	5109	SITEREP CONSTRUCTION SERVICES, INC.	14,000.00
115012	03/01/2023	5203	FEHR & PEERS	6,498.26
115013	03/01/2023	5205	ANTHRO INTERNATIONAL	386.40
115014	03/01/2023	5228	ODP BUSINESS SOLUTIONS, LLC	89.95
115015	03/01/2023	5233	RODENT PEST TECHNOLOGIES	125.00
115016	03/01/2023	5269	CONTROL AIR HOLDINGS INC	66,641.00
115017	03/01/2023	5283	Y TIRE PERFORMANCE	2,230.28
115018	03/01/2023	5291	AMAZON CAPITAL SERVICES, INC	50.05
115019	03/01/2023	5293	CLIPA, LLC	161,770.28
115020	03/01/2023	5320	BROTHERS CODY LLC	2,103.85
115021	03/01/2023	5323	JOSE RENE VILLOBOS	218.52
115022	03/01/2023	5327	E&E ATTORNEY AT LAW f/b/o Kimberly Pfrimmer	60,000.00
115023	03/01/2023	99999	ANGEL CARRILLO	1,218.88
115024	03/01/2023	99999	CAROL ANN KOCAR	24.00
115025	03/01/2023	99999	CHRIS MARCARELLO	540.86
115026	03/01/2023	99999	CHRIS MARCARELLO	147.39
115027	03/01/2023	99999	CHRIS MARCARELLO	170.07
115028	03/01/2023	99999	CHRIS MARCARELLO	178.74
115029	03/01/2023	99999	CHRIS MARCARELLO	178.74
115030	03/01/2023	99999	CHRIS MARCARELLO	170.07
115031	03/01/2023	99999	NELSON PARADA	780.00
115032	03/02/2023	68	AFLAC ACCT# YQ792 WORLDWIDE HEADQUARTERS	4,136.02
115033	03/02/2023	69	AFSCME District Council 36	699.97
115034	03/02/2023	775	COVINA POLICE ASSOCIATION	2,950.00
115035	03/02/2023	878	DELTA DENTAL OF CALIFORNIA	8,724.43
115036	03/02/2023	1106	FRANCHISE TAX BOARD	194.08
115037	03/02/2023	2235	PERS LONG TERM CARE PROGRAM	191.04
115038	03/02/2023	3795	PRE-PAID LEGAL SERVICES, INC	140.02
115039	03/02/2023	3846	CLEA	904.50
115040	03/02/2023	4255	RELIASTAR LIFE INSURANCE COMPANY	4,254.66
115041	03/02/2023	4710	Fidelity Security Life Insurance Company	912.83
subtotal checks				\$ 956,167.04
5877	02/22/2023	2953	URBAN FUTURES INC	(1,500.00)
113615	11/16/2022	5268	ESCRIBE SOFTWARE LTD	(7,480.00)
114834	02/15/2023	5205	ANTHRO INTERNATIONAL	(493.15)
voids				\$ (9,473.15)
payroll (03/02/23)				\$ 921,969.29
workers' compensation				\$ 11,584.59
TOTAL checks/EFTs				\$ 2,075,071.27



CC Regular Meeting AGENDA ITEM REPORT

Meeting: March 21, 2023
Title: Grant of Easement to Southern California Edison (SCE) for access over City property (APN 8448-017-900) Rancho La Merced Water Tank Property – Resolution CC 2023-13
Presented by: Andy Bullington, Director of Public Works
Rafael M. Fajardo, City Engineer
Recommendation: Adopt Resolution CC 2023-13 accepting access easement to Southern California Edison (SCE) over City property (APN 8448-017-900) located within Rancho La Merced Water Tank Property.

EXECUTIVE SUMMARY/BACKGROUND:

On December 20, 2022 the City entered into a land lease agreement with New Cingular Wireless PCS, LLC to lease an area within the Rancho La Merced water tank property to construct and operate an unmanned 35-foot-tall wireless communication facility. The location of the facility is setback 11' from westerly property line and adjacent to the existing water tank on the property. The site requires underground utilities to function and as such there is a request to grant an easement to Southern California Edison (SCE) in order for electrical power to be supplied to the facility.

DISCUSSION:

Southern California Edison (SCE) is requesting an access easement over the City's parcel (Attachment A, Exhibit B). The easement is situated over the existing landscape area adjacent to the new unmanned 35-foot-tall wireless communication facility. The purpose of this easement is to provide an electrical power source to the proposed wireless communication facility.

FISCAL IMPACT:

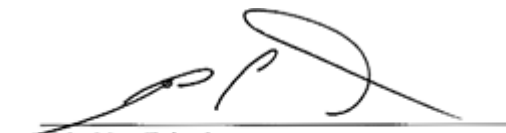
There is no fiscal impact to the City associated with the acceptance of the easement dedication.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

During the review process in 2017, the Community Development Department's Planning Division determined that the proposed project qualified for a Categorical Exemption from environmental review under Section 15332, Class 32 of the California Environmental Quality Act (CEQA) Guidelines.

Respectfully submitted,


Andy Bullington
Director of Public Works


Rafael M. Fajardo
City Engineer

Report Approval Details

Document Title:	Grant of Easement to Southern California Edison (SCE) .docx
Attachments:	- Attachment A - Resolution CC 2023-13.pdf
Final Approval Date:	Mar 15, 2023

This report and all of its attachments were approved and signed as outlined below:

Raphael Guillen

Andy Bullington

Anita Agramonte

Fabian Velez

Chris Marcarello

RESOLUTION CC 2023- 13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ACCEPTING A GRANT OF EASEMENT FOR SOUTHERN CALIFORNIA EDISON (SCE) OVER CITY PROPERTY (APN 8448-017-900) LOCATED WITHIN RANCHO LA MERCED RESERVOIR PROPERTY

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California (“City”); and

WHEREAS, Southern California Edison Company (SCE) has requested that the City grant an easement over the City parcel (APN 8448-017-900) located within Rancho La Merced Reservoir Property for underground utilities; and

WHEREAS, Southern California Edison Company (SCE) has requested that the City grant and easement to provide electrical power source to wireless communication facility; and

WHEREAS, the easement is situated over the existing landscape area adjacent to the new unmanned 35-foot-tall wireless communication facility (WCF); and

WHEREAS, The City has determined that the easement is necessary to allow SCE to install underground utilities to provide electrical power source to the wireless communication facility (WCF).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Grant of Easement, for the purpose of SCE installing the new underground utilities over the City property (APN 8448-017-900), is hereby approved in substantially the form submitted and attached hereto as **Exhibit A**, including the Easement Detail.

SECTION 2. The City Council does hereby approve and accept the easement for SCE underground utility purposes for the property located at the City property (APN 8448-017-900) located within Chapter Oak Reservoir Property.

SECTION 3. The City Manager, or her designee, is hereby authorized to sign the Grant of Easement to SCE on behalf of the City.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 21st day of March, 2023.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2023-13 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ, Deputy City Clerk

Exhibit A

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO
SOUTHERN CALIFORNIA EDISON COMPANY

2 INNOVATION WAY, 2nd FLOOR
POMONA, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF
EASEMENT**

<u>DOCUMENTARY TRANSFER TAX \$ NONE</u> <u>VALUE AND CONSIDERATION LESS THAN \$100.00)</u>		DISTRICT Covina	SERVICE ORDER TD2032618	SERIAL NO.	MAP SIZE
SCE Company		GVM MT-2171-H	APPROVED:	BY	DATE
SIG OF DECLARANT OR AGENT DETERMINING TAX	FIRM NAME	APN 8448-017-900	VEGETATION & LAND MANAGEMENT	SLS/CG	02/15/23

CITY OF COVINA, a California municipal corporation (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence, data and/or communications (eg. through fiber optic cable), in, on, over, under, across and along that certain real property in the County of Los Angeles, State of California, described as follows:

FOR LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B" BOTH ATTACHED HERETO AND MADE A PART HEREOF.

Grantor further grants, bargains, sells and conveys unto the Grantee the right of assignment, in whole or in part, to others, without limitation, and the right to apportion or divide in whatever manner Grantee deems desirable, any one or more, or all, of the easements and rights, including but not limited to all rights of access and ingress and egress granted to the Grantee by this Grant of Easement.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

To the extent that Grantee, in the exercise of its discretion, determines that this easement is no longer needed, then upon written request, Grantee shall execute a quitclaim deed on a mutually acceptable form at no cost to Grantor.

EXECUTED this ____ day of _____, 20 ____.

GRANTOR

CITY OF COVINA,
a California municipal corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally

appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXECUTED this ____ day of _____, 20__.

GRANTEE

SOUTHERN CALIFORNIA EDISON COMPANY,
a corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
--

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally

appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

A 6.00 FOOT WIDE STRIP OF LAND LYING WITHIN LOT 2 OF TRACT NO. 28303, IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP FILED IN BOOK 767, PAGES 9 AND 10 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHERLY CORNER OF SAID LOT 2; THENCE ALONG THE SOUTHWESTERLY LINE OF SAID LOT 2, NORTH 64°19'24" WEST 28.69 FEET; THENCE NORTH 25°40'36" EAST 1.77 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE NORTH 51°32'51" WEST 42.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION LYING SOUTHWESTERLY OF SAID SOUTHWESTERLY LINE.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Prepared by me or under my supervision:

Dated: Feb. 17, 2023

Glenn M. Bakke
Glenn M. Bakke R.C.E. #18619 Exp. 06-30-2023





LOT 1

LOT 2
TRACT NO. 28303
M.B. 767/9-10

RANCHO LA
MERCED DRIVE

N64°19'24"W

SCE EASEMENT

N51°32'51"W
42.00'

TPOB

L1
28.69'
125.65'

POC

LOT 17
TRACT NO. 23828
M.B. 1071/63-72

LOT 3

LINE DATA TABLE		
L1	N25°40'36"E	1.77'




Dated Feb. 17, 2023

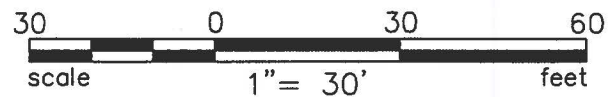
Glenn M. Bakke

Glenn M. Bakke R.C.E.# 18619 Exp. 6-30-23

EXHIBIT "B"

LEGEND

 DENOTES
SCE EASEMENT AREA
POC = POINT OF COMMENCEMENT
TPOB = TRUE POINT OF BEGINNING



SHEET 1 OF 1



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: March 21, 2023

Title: Adopt Resolution CC 2023-14, Establishing a Tree Maintenance Standard for City-Owned Trees

Presented by: Andy Bullington, Director of Public Works

Recommendation: Adopt Resolution CC 2023-14, Establishing a Tree Maintenance Standard for City-Owned Trees.

EXECUTIVE SUMMARY:

Covina's urban forest consists of approximately 9,400 City-owned trees located in parks, street medians, municipal parking lots, parkways, and other public spaces. The trees are managed and maintained through a collaborative effort between the Public Works Department and West Coast Arborists, the City's contracted tree maintenance specialist. A healthy urban forest contributes a wide range of environmental, aesthetic, and economic benefits to a community. Trees increase property values, provide shade and cooling effects, reduce energy costs, provide erosion control, and act as filters for airborne pollutants.

The proposed Tree Maintenance Standard was developed as a guide for standard maintenance of the City's urban forest, including inspections, pruning, plantings, and removals. It is a compilation of best management practices that will contribute to the success and vitality of the City's urban forest across generations.

DISCUSSION:

Routine maintenance of City-owned trees is an ongoing service that is programmed annually. However, the proposed Tree Maintenance Standard (Attachment A) formalizes the complete breadth of proper tree care procedures, following the best management practices set forth by the International Society of Arboriculture. The proposed Tree Maintenance Standard contains the following key elements:

- Tree Inspections
- Routine Maintenance and Pruning
- Protection of Trees During Construction
- Criteria for Tree Removals
- Replacement and Planting of Trees
- Updated Species Palette
- Reuse and Recycling of Urban Wood

The proposed Tree Maintenance Standard was developed in partnership with West Coast Arborists and CalFire's Urban and Community Forestry Grant Program at no cost to the City.

It is recommended that the City Council adopt the attached Resolution (Attachment B), establishing a Tree Maintenance Standard for City-owned trees. This action will confirm the City's commitment to the continued success and preservation of the City's urban forest.

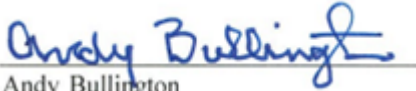
FISCAL IMPACT:

There is no fiscal impact associated with the adoption of a Tree Maintenance Standard. Routine maintenance of the City's trees will continue on an annual basis.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Andy Bullington
Director of Public Works

Report Approval Details

Document Title:	Tree Maintenance Standard.docx
Attachments:	- Attachment A - Tree Maintenance Standard.pdf - Resolution CC 2023-14.docx
Final Approval Date:	Mar 15, 2023

This report and all of its attachments were approved and signed as outlined below:

Raphael Guillen

Andy Bullington

Anita Agramonte

Fabian Velez

Chris Marcarello



TREE MAINTENANCE STANDARD

PURPOSE

This manual establishes guidelines and procedures needed to provide for the care and protection of trees in order to promote the health, safety, welfare, and quality of life for all City residents, business owners and visitors. The City of Covina (City) acknowledges that trees provide environmental, aesthetic, social and economic benefits. Specifically, trees increase property values, provide aesthetic value, provide shade and cooling, reduce energy costs, decrease wind velocities, provide erosion control, conserve energy, reduce stormwater runoff, and act as filters for airborne pollutants, reduce noise, provide privacy, provide wildlife habitat and food, sequester carbon, and release oxygen.

This manual allows the City of Covina to implement best management practices as reflected by professional tree care industry standards for the planting, maintenance, removal, protection, pruning, and preservation of trees on City owned or controlled property, as well as to enforce the provisions of the City code. By assuring the preservation and protection of the urban forest through regulations and standards of care, our natural resources will continue to enhance the landscape, streets, and parks, while helping to improve the City.

This manual is coherent with City goals outlined in the City's Natural Resources and Open Space Element within the General Plan. Following this manual will ensure that the urban forest is being utilized to meet Citywide goals.

The City realizes that sustaining the urban canopy, creating visually aesthetic landscaping, and maintaining and encouraging a diversity of trees, both in terms of age and species, will increase the value of the urban forest, making it an even greater asset to the City. The City understands that this is a living document. These standards are to be used, revised, and enhanced in order to meet City goals.

The development of this Tree Maintenance Standard was made possible through a partnership with the California Urban Forests Council and the Western Chapter International Society of Arboriculture, utilizing funding from Proposition 68, administered through CAL FIRE's Urban and Community Forestry Grant Program.

Adopted by City Council Resolution on March 21, 2023.

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SECTION 1 – DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- A. **Arborist:** the person designated as such by the City who has demonstrated knowledge and competency, ideally through the obtainment of the current International Society of Arboriculture (ISA) arborist certification. This can be either a City employee or a contractor. ISA Municipal Specialist is a desirable credential requiring qualified individuals have a minimum of three years full time municipal related experience. These credential holders assist agencies in the operations of managing trees in a municipal sector. ISA Utility Specialist is another highly desirable certification requiring individuals to have a minimum of three years full time experience managing trees adjacent to utilities. This credential is important in the managing of municipal trees near powerlines or other utilities. The ISA Board Certified Master Arborists is the highest level of certification offered by the International Society of Arboriculture and could additionally be considered useful in assisting municipalities with all operational facets of managing trees.
- B. **Community forestry:** a branch of forestry whereby the local community plays a significant role in forest management and land use decision making, typically in urban forests.
- C. **Compaction:** compression of the soil structure or texture by any means that creates an upper layer that is impermeable.
- D. **Director:** the director of public works or other department head as assigned by the public agency or the director's designee, unless otherwise specified in this standard.
- E. **Disturbance:** all the various activities from construction or development that may damage trees.
- F. **Dripline area:** the suggested minimum area within "X" distance from the trunk of a tree in a typical location, measured from the perimeter of the trunk of the tree at 54 inches above natural grade, where "X" equals a distance ten times the diameter of the trunk at 54 inches above natural grade, or the distance to the outermost edge of the tree canopy, whichever is the lesser distance.
- G. **Excessive pruning:** removing more than 25 percent or greater of the functioning leaves and stems in a single pruning. Excessive pruning may include the cutting of any root two inches or greater in diameter. Exceptions are when clearance from overhead utilities or public improvements is required, or to abate a hazardous condition or a public nuisance.
- H. **Hazardous condition:** in this policy, a hazardous tree condition is one in which a tree part has an observable structural issue that is imminent likelihood of failure and a high likelihood of striking a foreseeable target. These hazards can be discovered through both routine pruning work and through other forms of inspection. The City shall correct hazards related to targets that could be impacted by failure in a timely manner. If provisions for hazard mitigation cannot occur immediately, public protection measures should be taken, such as providing warning or notice.

I. Heritage Tree: typically, a large, individual tree with unique value, which is considered irreplaceable.

J. Inspection: a visual observation of an individual tree or population of trees to assess condition. In this manual, inventory updates and maintenance recommendations, will be considered inspections. An inspection is typically done pre-prune. An inspection can lead to a risk assessment if no immediate issue is identified.

K. Injury: a wound resulting from any activity, including but not limited to excessive pruning, cutting, trenching, excavating, altering the grade, paving or compaction. Injury shall include bruising, scarring, tearing, or breaking of roots, bark, trunk, branches or foliage, herbicide or poisoning, or any other action leading to the death or permanent damage to tree health.

L. Pest control advisor: a person licensed by the California Department of Pesticide Regulation capable of writing legal prescriptions for specific pesticides.

M. Pest control applicator: a person licensed by the California Department of Pesticide Regulation who performs the application and treatment of pesticides.

N. Public nuisance: an act, condition, or a thing that is offensive to the community or that violates the rights of persons or the community, as determined by the City tree protection ordinance and/or other applicable ordinances.

O. Public tree: any tree growing within public property, easements, or the street right-of-way outside of private property.

P. Removal: complete tree removal, such as cutting to the ground or extraction of the tree.

Q. Risk assessment: a tree assessment done by an ISA certified person to provide the City with a mitigation option, if needed.

R. Target: includes people, vehicles, structures, or anything subject to damage by a tree.

S. Topping: the undesirable practice of cutting back large-diameter branches between nodes or truncating the main stem.

T. Trenching: any excavation to provide irrigation, install foundations, utility lines, services, pipe, drainage, or other property improvements below grade.

SECTION 2 – TREE INSPECTIONS / TREE INVENTORY

A. Inspection Objectives

Inspection of city trees shall identify visually obvious problems, risk, and makes a recommendation for a risk assessment if no immediate risk is identified, but further evaluation is needed. Inspections are overseen by the Public Works Department, and may be performed in-house or through contracted services. Inspections may include the following characteristics:

- general condition/branch architecture/health,
- identification of the type of branches to reduce or remove (e.g., dead, overextended, interfering, needing clearance) and location (e.g., over house, under wires),
- number of branches to be removed or reduced (number, diameter, or percentage),
- type of cuts to use (branch removal, reduction, heading, or shearing),
- signs of wildlife nesting, and
- worker safety concerns (e.g., root collar buried, powerlines, bees, tree defects).

SECTION 3 – ROUTINE TREE MAINTENANCE

These guidelines establish principles of care and maintenance for the City's public trees, and are set forth for pruning, planting, watering, soil and nutrient requirements, insect, disease, and fruit control.

A. Standards for Pruning Public Trees

All work on public trees shall be in accordance with the current edition of the following industry standards: ANSI A300 and ANSI Z133.

B. Recommended Pruning Methods for Trees

There are seven types of pruning that may be appropriate for trees. They are:

1. Structural pruning: a type of tree pruning for young trees that establishes a strong central leader and develops subordinate branches. Structural pruning helps to alleviate future failures.
2. Crown cleaning: the selective removal of dead, diseased, detached, and broken branches. No live foliage is to be pruned during crown cleaning, and this is the preferred pruning type for mature trees.
3. Crown thinning: the selective removal of small live branches to reduce crown density. No more than 25% of live foliage should be removed in a growing season.
4. Crown raising: the selective removal of branches in order to provide vertical clearance.
5. Crown restoration: the selective removal of branches, sprouts and stubs from trees that have been topped.
6. Crown reduction: the selective removal of branches and stems to decrease the height and/or spread of a tree.

7. Utility pruning: the selective removal of branches and stems to reduce growth away from utility lines.

ANSI A300 (Part 1) Pruning and ISA Best Management Practices Pruning Third Edition should define the pruning method applied as a part of the routine trimming program.

C. Tree Care for Birds and Other Wildlife

Birds and other wildlife have strong associations with trees and provide ecological and other benefits. Tree and landscape care can be impactful to them, especially during the nesting season. There are several federal and state laws and regulations pertinent to wildlife and the tree care and landscape industry. The Federal Migratory Bird Treaty Act and CA FWS 3503 are the most relevant to tree care in the urban landscape. City staff and contractors should be trained and comply with all relevant regulations and best practices to reduce impact on wildlife. The Tree Care for Birds and Other Wildlife Best Management Practices of the Western Chapter of the International Society of Arboriculture (Appendix A) shall be a guiding document for policy and management of trees all year.

SECTION 4 – PROTECTION OF TREES DURING CONSTRUCTION

A. Tree Protection Objectives

The objective of this section is to reduce the negative effects of construction on trees to a less than significant level. Tree protection should begin before construction starts. Successful tree preservation occurs when designers, construction personnel, and project managers are committed to tree preservation. All members of the project team must be familiar with the rudimentary aspects of tree growth and development in order to understand the relationship between tree survival and construction practices. Utilization of an arborist will ensure everyone is understanding of the needs regarding trees.

B. Site Plan

For all projects, Site Plans must indicate accurately plotted trunk locations and the Tree Protection Zone (TPZ) of all trees or group of trees to be preserved within the development area.

Tree Protection Zone

During the design phase of the project the Certified Arborist and the Project Manager will work together on developing the TPZ for each tree impacted by the project. If an unresolved disagreement arises between the Certified Arborist and the Project Manager on the size of a TPZ for a tree, the dispute shall be brought to the Director of Public Works, who will render a final decision on the size of the TPZ.

Each tree to be retained shall have a designated TPZ identifying the area sufficiently large enough to protect it and its roots. The TPZ shall be shown on all Site Plans including, Demolition, Grading, Irrigation, Electrical, Landscape, etc. Improvements or activities such as paving, utility and

irrigation Trenching including other ancillary activities shall occur outside the TPZ, unless otherwise specified.

Activities prohibited within the Tree Protection Zone include:

1. Parking vehicles or equipment, storage of building materials, refuse, or excavated soils, or dumping poisonous material on or around trees and roots. Poisonous materials include, but are not limited to paint, petroleum products, concrete, stucco mix, dirty water or any material that may be harmful to tree health.
2. The use of tree trunks as a backstop, winch support, anchorage, as a temporary power pole, signpost or other similar function.
3. Cutting of tree roots by utility trenching, foundation digging, placement of curbs and trenches, or other miscellaneous excavations without prior approval of the Certified Arborist.
4. Soil disturbance or grade change.
5. Drainage changes.

SECTION 5 – TREE REMOVAL

A. Tree Removal Objectives

Public trees are considered an important asset of the City. As such, it is the policy of the City to preserve trees whenever possible. There are certain conditions in which a tree must be removed, such as when it is considered an emergency. This includes trees identified as an imminent risk of failure and/or trees that exceed the threshold of risk. Other conditions require the review and approval of the arborist.

B. Removal Criteria

Trees will be removed only when one or more of the following criteria are met:

1. The tree is in a state of decline due to disease or insect pest for which there is no likelihood for return to good health.
2. The tree poses a safety risk that cannot be corrected or where an unreasonable safety risk would be created by the construction process or root pruning.
3. Work improvements required to be made around the tree will likely kill the tree or render it a hazardous tree.
4. Tree preservation is not cost effective compared to the tree's monetary value.
5. The tree poses a public nuisance because of its species, size, location, fruit and seed drop, limb breakage or other objectionable conditions such as smell.
6. The tree interferes with the growth and development of a more desirable tree.
7. The City or its contracted arborist will evaluate tree removals by utilizing the International Society of Arboriculture's Tree Risk Assessment Manual methodology.

SECTION 6 – REPLACEMENT AND PLANTING OF TREES

The City shall consider the Street Tree Palette as the primary document to determine tree planting plans. All tree planting shall consider City goals, existing hardscape, species diversity, planting space criteria, and drought tolerance.

A. Protections for Trees

1. Mature Trees: The City of Covina recognizes the importance of preserving and protecting mature trees that represent a significant resource to the community. Large mature trees, particularly those of native species, provide habitat for birds and wildlife, moderate climatic extremes, beautify the community, improve air quality, and represent a historic resource.

Activities surrounding mature trees should be conducted in a manner that minimizes harm and destruction to such trees.

2. Heritage Trees: the following are considered heritage trees, as defined by the Covina Municipal code:

All species of the genus *Quercus* (oaks) with a trunk diameter at least 10 inches for a single-trunk tree or with a combined diameter of at least 22 inches for multiple-trunk trees.

The following standards generally apply to heritage trees:

- a. Pruning should be conducted in a manner consistent with the standards of the International Society of Arboriculture.
- b. Heritage trees must be maintained in a sound, healthy, and attractive matter. This includes adequate water, and pruning to prevent excessive overgrowth and preserve structural integrity.
- c. Only hand tools may be used for trenching and excavation under the dripline of a heritage tree.
- d. Protective fencing must be provided during construction or renovation.

B. Tree Planting Specifications

The following specifications pertain to all trees that are to be planted within the public right-of-way or on publicly owned property:

1. New or replacement trees should be selected from the Street Tree Palette for recommended species
2. The minimum size planting area for the tree species will be dictated by the Street Tree Palette.
3. 36-inch box trees are preferred for arterial and collector streets.
4. For residential parkways, 15 gallon or 24-inch box trees are preferred.
5. The Planting Cue Card from International Society of Arboriculture located in Appendix C

shall guide the way planting is performed by City staff and contractors.

6. The City shall maintain the authority to approve and utilize tree species that deviate from the Street Tree Master Plan, when reasonable justification exists, for City owned projects, private developments, street medians, parks, and grant funded tree plantings.

C. Planting Stock and Materials

1. Quality

- a. Trees shall be sound, healthy, vigorous, and free of plant disease and insect pests and their eggs.
- b. To the extent feasible, container stock shall be grown for at least eight months in containers and shall not be root bound or have girdling roots.
- c. Trees shall not have been topped.
- d. Nursery stakes shall be removed when tree is installed in the ground.

2. Miscellaneous Materials

When deemed necessary by the City, the following materials shall be used:

- a. Support stakes shall be treated or untreated two-inch diameter lodge pole pine without the use of cross braces.
- b. Tree ties shall be used and installed in a figure eight fashion to support the tree to the stakes at the bending point of the trunk.
- c. Screened untreated mulch shall be used that are one-half to one inch in size and spread to a two-inch depth out to the edge of the root ball. The mulch shall be kept at least six inches away from the trunk and shall be applied to each tree at two times the diameter of the tree root ball.
- d. Where appropriate for use along public sidewalks, 12-inch linear root barrier shall be used and shall be ten feet in length and placed on center with the tree and on the sidewalk or curbside only. Root barrier boxes or barrier circles that encircle the tree are not approved. Species selection should be suitable to minimize infrastructure conflicts.
- e. Where sidewalk and parkway width are less than eight feet and new trees will be installed, tree well designs should consider reduction of trip hazards as approved by the arborist.
- f. Stem guard devices are recommended for new trees in turf areas to help reduce damage to lower trunks by weed trimmers.

D. Planting Site Preparation

All debris, wood chips, pavement, concrete and rocks over two inches in diameter shall be removed from the planting pit to a depth dictated by the root ball size of the tree being installed, unless approved otherwise by the arborist.

E. Planting in Difficult Soil Conditions

1. Trees planted in turf areas shall have a ring of mulch. The turf shall be maintained a minimum of one foot from the new tree stem, with mulch placed on top of the root ball. The mulch shall be six inches away from and not touching the tree stem.

2. Occasionally, tree planting must occur in poor or difficult soil where standard planting techniques will result in poor-to-average performance or mortality. In this case, alternative or specified soils, such as engineered, amended or structural urban tree soil mix, including written specifications and physical samples, shall be submitted for approval by the arborist.

SECTION 7 – STREET TREE PALETTE

City of Covina Tree Palette



The City of Covina Tree Palette was developed to provide recommendations to the public and City staff with a mix of trees from which to choose to beautify the community, provide environmental benefits, reduce the urban heat island effect, and lower public works maintenance costs over time. These thoughtful species selections are listed from the smallest available to those appropriate for the largest park areas. The trees are numbered generally from smallest in size to largest and correspond to the images below. The numbering is not intended to be used as a ranking system.

The City prefers primarily evergreen trees (approximately 2/3 of the palette) and species that are adapted to our Mediterranean climate. Sizes range from 15 to over 80 feet at mature height. A mix of flower color, canopy shape, and water needs has also been designed to give property owners flexibility based on the type of landscape in which the trees are planted. Likewise, drought tolerance has a range as well from low to high, as some sites may receive more or less irrigation than others. Litter from trees is mentioned, as is the type of landscape best suited for each tree. More information on each tree can be found on <https://selecttree.calpoly.edu/>.

Summary of Species

Botanical name	Common Name	Botanical name	Common Name
<i>Cercis canadensis</i> var. <i>texensis</i> 'Oklahoma'	Oklahoma Redbud	<i>Podocarpus macrophyllus</i>	Yew Pine
<i>Chionanthus retusus</i>	Chinese Fringe Tree	<i>Ginkgo biloba</i> 'Autumn Gold'	Autumn Gold Maidenhair Tree
<i>Photinia x fraseri</i>	Fraser Photinia	<i>Lophostemon confertus</i>	Brisbane Box
<i>Lagerstroemia indica</i> 'Muskogee'	Muskogee Crape Myrtle	<i>Maytenus boaria</i>	Mayten Tree
<i>Rhaphiobotrya spelndens</i> 'Coppertone'	Coppertone Loquat	<i>Brachychiton populneus</i>	Kurrajong
<i>Cedrela sinensis</i>	Chinese Cedrela	<i>Eucalyptus nicholii</i>	Nichol's Willow-Leafed Peppermint
<i>Magnolia grandiflora</i> 'St. Mary'	St. Mary Magnolia	<i>Eucalyptus cinerea</i>	Silver Dollar Tree
<i>Olea europaea</i> 'Swan Hill'	Swan Hill Olive	<i>Quercus canbyi</i>	Chisos Oak
<i>Chitalpa tashkentensis</i>	Chitalpa	<i>Cedrus atlantica</i> 'Glaucua'	Blue Atlas Cedar
<i>Hymenoporus flavum</i>	Sweetshade	<i>Quercus agrifolia</i>	Coast Live Oak
<i>Tristanopsis laurina</i>	Water Gum	<i>Quercus engelmannii</i>	Engelmann Oak
<i>Bauhinia variegata</i>	Purple Orchid Tree	<i>Quercus suber</i>	Cork Oak
<i>Agonis flexuosa</i>	Peppermint Tree	<i>Grevillea robusta</i>	Silk Oak Tree
<i>Geijera parviflora</i>	Australian Willow	<i>Pinus eldarica</i>	Mondell Pine
<i>Laurus nobilis</i>	Sweet Bay	<i>Taxodium distichum</i>	Bald Cypress
<i>Pistacia chinensis</i> 'Red Push'	Red Push Pistache	<i>Platanus racemosa</i>	California Sycamore
<i>Handroanthus chrysotrichus</i>	Golden Trumpet Tree	<i>Cedrus deodara</i>	Deodar Cedar

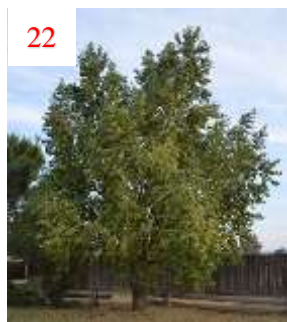
Picture Number	Botanical name	Common Name	Min. Parkway Size	Mature Height	Foliage Type	Notable Characteristics	Water Usage	Drought Tolerance	Root Damage	Litter Type	Landscape Use	Growth Rate	Shade Type
1	<i>Cercis canadensis</i> var. <i>texensis</i> 'Oklahoma'	Oklahoma Red-bud	4'	15'	Deciduous	Utility friendly tree, showy pink flowers in spring.	Low	Moderate	Low	Seed pods	Sidewalk cutouts	12-24" per year	Light
2	<i>Chionanthus retusus</i>	Chinese Fringe Tree	3'	20'	Deciduous	Attractive clusters of white flowers in spring.	Mod High	Low	Low	Wet fruit	Parkway	12-24" per year	Light
3	<i>Photinia x fraseri</i>	Fraser Photinia	3'	20'	Evergreen	Red new growth, white blossoms.	Mod	Moderate	Low	Very minor, flowers.	Sidewalk cutouts	24-36" per year	Light
4	<i>Lagerstroemia indica</i> 'Muskogee'	Muskogee Crape Myrtle	3'	25'	Deciduous	Red fall color.	Mod High	Moderate	Low	dry fruit	Sidewalk cutouts	12-24" per year	Light
5	<i>Rhaphiobotrya spelindens</i> 'Coppertone'	Coppertone Loquat	3'	25'	Evergreen	Copper-colored new growth, few pests.	Mod	Low	Low	Very minor, dry fruit	Sidewalk cutouts	24-36" per year	Light
6	<i>Cedrela sinensis</i>	Chinese Cedrela	5'	25'	Deciduous	Wood used for furniture, orange fall color.	Mod	Moderate	Low	Dry fruit	Parkway	12-24" per year	Medium
7	<i>Magnolia grandiflora</i> 'St. Mary'	St. Mary Magnolia	5'	30'	Evergreen	A heavy producer of 8-10" fragrant flowers.	Mod High	Low	Low	Dry fruit, flowers, leaves	Parkway	12-24" per year	Light
8	<i>Olea europaea</i> 'Swan Hill'	Swan Hill Olive	5'	30'	Evergreen	Fruitless, typically multi-trunked.	Low	High	Mod	Very minor, leaves	Parkway	12-24" per year	Medium
9	<i>Chitalpa tashkentensis</i>	Chitalpa	3'	35'	Deciduous	Heat and drought tolerant, generally stays below 25 ft.	Low	High	Low	wet fruit, flowers	Sidewalk cutouts	24-36" per year	Light



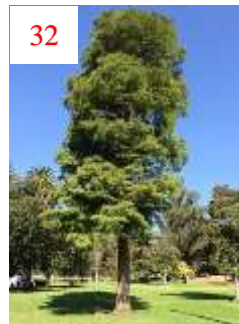
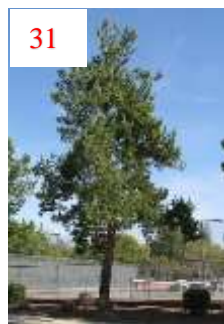
Picture Number	Botanical name	Common Name	Min. Parkway Size	Mature Height	Foliage Type	Notable Characteristics	Water Usage	Drought Tolerance	Root Damage	Litter Type	Landscape Use	Growth Rate	Shade Type
10	<i>Hymenosporum flavum</i>	Sweetshade	3'	35'	Evergreen	Very fragrant blossoms in spring.	Mod	Moderate	Low	Dry fruit	Parkway	12-24" per year	Light
11	<i>Tristanopsis laurina</i>	Water Gum	3'	35'	Evergreen	Slow growing, attractive bark, fragrant flowers.	Mod High	Low	Low	Very minor, flowers.	Sidewalk cutouts	12-24" per year	Light
12	<i>Bauhinia variegata</i>	Purple Orchid Tree	4'	35'	Deciduous	Orchid-like flowers in winter and spring.	Mod	Moderate	Low	Flowers, seed pods	Parkway	12-24" per year	Medium
13	<i>Agonis flexuosa</i>	Peppermint Tree	5'	35'	Evergreen	Heat tolerant, has fragrant leaves.	Mod	Moderate	Mod	Capsules in fall	Parkway	24-36" per year	Light
14	<i>Geijera parviflora</i>	Australian Willow	5'	35'	Evergreen	Heat and drought tolerant, low canopy.	Low	High	Low	Dry fruit	Parkway	24-36" per year	Light
15	<i>Laurus nobilis</i>	Sweet Bay	5'	40'	Evergreen	Leaves can be used in cooking, good shade.	Mod	Moderate	Mod	Dry fruit	Parkway	12-24" per year	Dense
16	<i>Pistacia chinensis</i> 'Red Push'	Red Push Pistache	5'	40'	Deciduous	Attractive fall foliage, fast growth.	Mod	Moderate	Low	Leaves in fall	Parkway	12-24" per year	Medium
17	<i>Handroanthus chrysotrichus</i>	Golden Trumpet Tree	3'	50'	Deciduous	Fragrant yellow blossoms in spring.	Low	Moderate	Mod	Dry fruit	Sidewalk cutouts	36"+ per year	Light
18	<i>Podocarpus macrophyllus</i>	Yew Pine	3'	50'	Evergreen	Low biogenic emissions, branches resist breakage.	Mod	Moderate	Low	Dry fruit	Parkway	12-24" per year	Light



Picture Number	Botanical name	Common Name	Min. Parkway Size	Mature Height	Foliage Type	Notable Characteristics	Water Usage	Drought Tolerance	Root Damage	Litter Type	Landscape Use	Growth Rate	Shade Type
19	<i>Ginkgo biloba</i> 'Autumn Gold'	Autumn Gold Maidenhair Tree	5'	50'	Deciduous	Gold foliage in fall, long-lived, slow growing species.	Mod	Moderate	Mod	Leaves	Parkway	12-24" per year	Medium
20	<i>Lophostemon confertus</i>	Brisbane Box	5'	50'	Evergreen	Fast, upright growth, white flowers.	Mod	Moderate	Mod	Dry fruit	Parkway	24-36" per year	Medium
21	<i>Maytenus boaria</i>	Mayten Tree	5'	50'	Evergreen	Drooping foliage as it ages, weeping shape.	Mod High	Low	Mod	Dry fruit	Parkway	12-24" per year	Light
22	<i>Brachychiton populneus</i>	Kurrajong	6'	50'	Evergreen	Drought and heat tolerant, slow growing.	Mod	Moderate	Mod	Seed pods	Parkway	12-24" per year	Light
23	<i>Eucalyptus nicholii</i>	Nichol's Willow Leafed Peppermint	7', Parks	50'	Evergreen	Fragrant, lance shaped leaves, weeping habit.	Low	High	Mod	Dry fruit	Large areas	36" or more	Medium
24	<i>Eucalyptus cinerea</i>	Silver Dollar Tree	7', Parks	50'	Evergreen	Rounded shape, foliage is blue-gray to silver.	Low	High	Mod	Dry fruit	Large areas	36" or more	Medium
25	<i>Quercus canbyi</i>	Chisos Oak	7', Parks	50'	Deciduous	Very drought tolerant, dense shade.	Low	High	Low	Dry fruit	Large areas	12-24" per year	Medium
26	<i>Cedrus atlantica</i> 'Glauca'	Blue Atlas Cedar	7', Parks	60'	Evergreen	Stately park specimen tree with blue-gray	Mod	Moderate	Mod	Dry fruit, needles	Large areas	12-24" per year	Medium



Picture Number	Botanical name	Common Name	Min. Park-way Size	Mature Height	Foliage Type	Notable Characteristics	Water Usage	Drought Tolerance	Root Damage	Litter Type	Landscape Use	Growth Rate	Shade Type
27	<i>Quercus agrifolia</i>	Coast Live Oak	7', Parks	60'	Evergreen	Long-lived native, drippy nut disease.	Mod	High	Mod	Excessive leaves, acorns	Large areas	24-36" per year	Dense
28	<i>Quercus engelmannii</i>	Engelmann Oak	10', Parks	65'	Evergreen	Native southern California oak.	Mod	High	Mod	Dry fruit	Large areas	12-24" per year	Medium
29	<i>Quercus suber</i>	Cork Oak	7', Parks	65'	Evergreen	Bark is true cork, branches are rated as strong.	Mod	Moderate	Mod	Dry fruit	Large areas	24-36" per year	Dense
30	<i>Grevillea robusta</i>	Silk Oak Tree	7', Parks	65'	Evergreen	Good park specimen, wood is good for instruments.	Low	High	Mod	Dry fruit, leaves, twigs	Large areas	36" or more	Medium
31	<i>Pinus eldarica</i>	Mondell Pine	10', Parks	80'	Evergreen	Very drought tolerant, heat tolerant.	Low	High	High	Dry fruit	Large areas	36" or more	Dense
32	<i>Taxodium distichum</i>	Bald Cypress	10', Parks	80'	Deciduous	Attractive light green foliage, moderate shade.	Mod High	Moderate	Mod	Dry fruit	Large areas	24-36" per year	Medium
33	<i>Platanus racemosa</i>	California Sycamore	7', Parks	80'	Deciduous	Native, yellow-brown fall color.	Mod High	Moderate	Mod	Large leaves, dry fruit	Large areas	36" or more	Medium
34	<i>Cedrus deodara</i>	Deodar Cedar	7', Parks	80'+	Evergreen	Stately, attractive Christmas tree shape.	Mod High	Low	Mod	Dry fruit, needles	Large areas	36" or more	Medium



SECTION 8 – GREEN WASTE RECYCLING PROGRAM

Urban tree waste shall be used for its greatest environmental benefit. This shall be done by reducing the amount of wood being sent to landfills, resulting in reduced greenhouse gas emissions. Co-environmental benefits include sourcing local raw materials, supporting a local workforce, and creating greater community value products.

A. Tree Pruning and Removal Biomass Utilization Plan

1. Any trees that are removed for reasons such as failure, disease, decline, or other reasons stated within the City's management plan are subject to be repurposed for their highest use. This includes, but is not limited to, being milled into lumber, left in public spaces as natural architecture, wildlife habitat, crafted into usable products such as benches, picnic tables, new construction elements and/or other wood projects.
2. The selection criteria for urban wood shall be made at the discretion of the City or other designated City representative using current industry standards.
 - a. The City shall consider possible urban wood utilization for trees that are removed.
 - b. The City shall coordinate the proper removal and transportation of eligible logs when feasible.
3. Should wood not be eligible for repurposing into product, trees may be processed into mulch or converted into other biomass products for use in the community.
 - a. The City shall identify local sources to utilize green waste.
4. Mulching is one of the most effective ways to improve soil quality and tree health. Organic mulches moderate soil temperatures, reduce water use, stimulate soil microbial activity, and improve soil structure over time. Green waste from tree care operations should be recycled back into the community as much as possible by way of allowing public access to free source wood chips from arborist operations, in addition to City staff utilizing chips to mulch in parks and facilities, for the following beneficial uses:
 - a. Prevent soil compaction
 - b. Prevent erosion
 - c. Limit evaporation
 - d. Deter pests
 - e. Control weeds
 - f. Promote soil aggregation
 - g. Increase soil organic matter
 - e. Increase soil nutrients.
5. Mulching with green waste should be considered a long-term method to treat moderately compacted soil within the root zones of trees and woody plants. Fresh or partially composted coarse (greater than ¾" average wood particle size) wood-chip mulch from trees should be preferred when the objective is to improve soil structure.
6. The ignitability of mulch should be considered when placing it in the landscape, and mulch should not be placed against tree trunks. Green waste from tree care operations should be applied and maintained at a depth of 2-4 inches and applied over as much to the root zone as practical. Seasonal refreshing or reapplication of mulch is encouraged when practical.

B. Suitable Replacement Species Plan

1. All future policy related to tree planting shall consider end of life use as a characteristic in addition to characteristics such as height, drought tolerance, and native range. The Street Tree Palette considers end of life use. End of life use should be determined by local demand of a given species.
2. Appendix D contains the “Urban Wood Species List” for those considering urban wood use as a primary characteristic.

SECTION 9 – URBAN WOOD RECYCLING PROGRAM

A. Urban Wood Recycling Objectives

The goal of this section is to maximize sequestered carbon and utilize removed trees in the most efficient method possible. This effort is to utilize trees removed from urban environments for their highest potential environmental value. Environmental benefits are realized by diverting wood that would otherwise populate landfills and reduce greenhouse gas emissions that are released through traditional disposal processes. Co-benefits include sourcing local raw materials for construction, maximizing benefit from trees being removed, and displaying urban wood products in the community - telling the story of the city in which the trees matured. To the maximum extent feasible, the City shall:

- Promote the purchase of urban wood through updating language on all tree related notices.
- Commit to one urban wood project each year.
- Commit 1% of total tree budget for reutilization of removed trees.
- Adopt an urban wood mitigation fund process for projects that cause City trees to be removed.

B. Urban Wood Public Construction Projects

1. Use of the certification standards as set by the Urban, Salvaged, or Reclaimed Woods Network and endorsed by the Urban Wood Network is recommended to ensure quality. (<https://urbansalvagedwoods.com/standards-for-certification-and-chain-of-custody-for-urban-salvaged-and-reclaimed-woods/>).
2. Urban wood should be considered in all City projects that will incorporate wood products. To gain the maximized benefits of repurposed lumber from City trees, it is recommended that any new or modified public construction development that takes place within the City limits should include an urban wood element that is at a minimum cost of 1% of the overall project. This 1% is not in addition to project budget but can be included in items that would be necessary (i.e., locally sourced urban wood table vs harvested lumber table).
3. This measure assures that the market for the City of Covina’s urban wood is local and sustainable, maximizing the benefit of repurposed lumber from urban trees.

SECTION 10 – REFERENCES

ANSI A300: Standards for Tree Care Operations

ANSI Z133: Safety Requirements for Arboricultural Operations

ANSI Z60.1: Nursery Stock Standard

Guide for Plant Appraisal, Current Edition

ISA Tree Risk Assessment BMP

ISA Tree Pruning BMP

California JPIA Tree Inspection and Maintenance Policy

Tree Care for Birds and Other Wildlife BMP

<https://www.urban-forestry.com/City-trees-roundtables>

<http://www.isa-arbor.com/education/onlineresources/cadplanningspecifications.aspx>

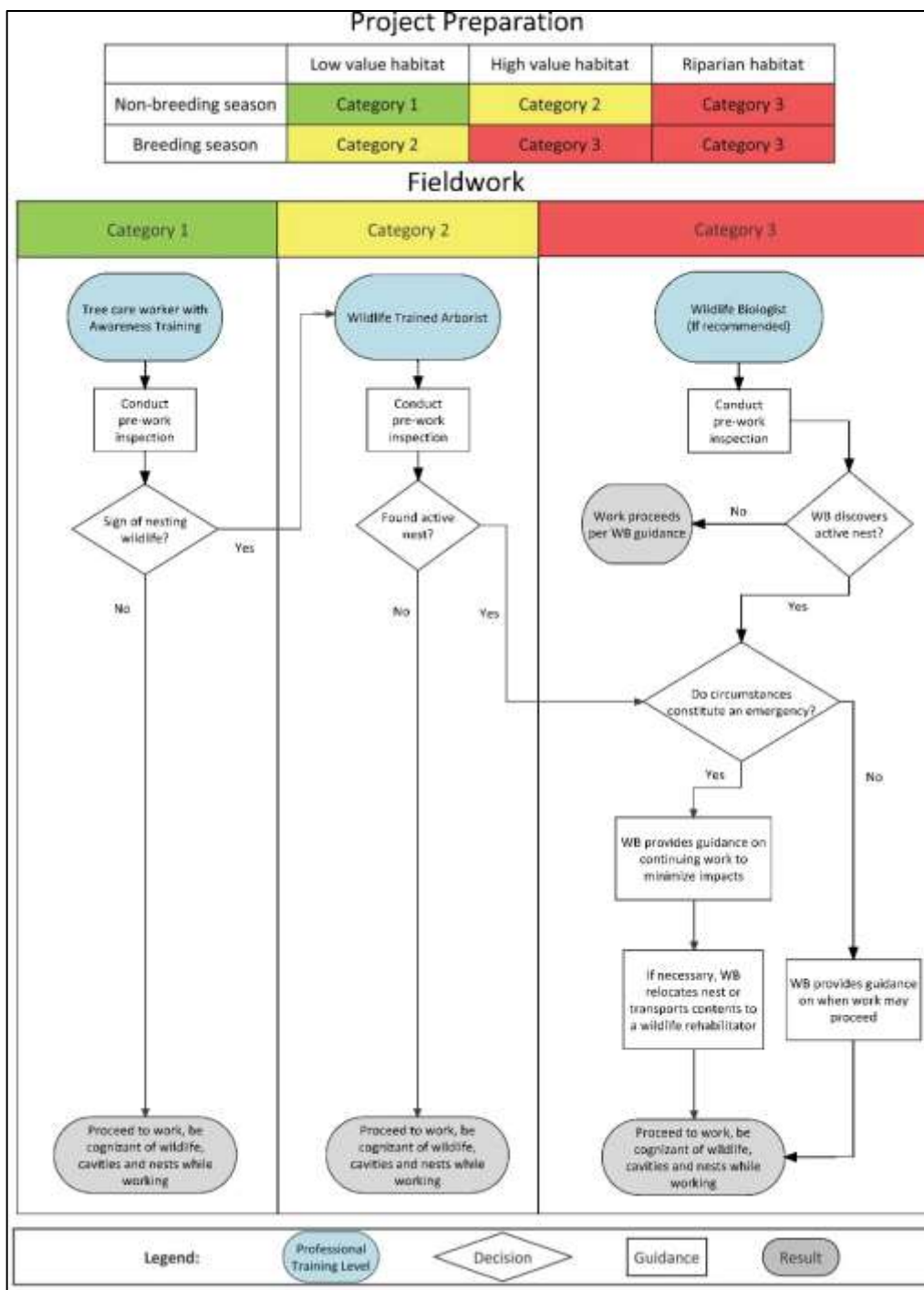
<http://www.ansi.org>

<https://www.arboday.org/programs/treeCityusa/>

SECTION 11 – APPENDICES

Appendix A

Tree Care for Birds and Other Wildlife Best Management Practices Project Preparation Procedure



Appendix B

ISA Tree Planting Cue Card

Selecting quality trees: Planting quality trees begins by choosing vigorous, structurally sound trees from the nursery. Strong trees have straight roots, a thick trunk with taper, and a good branch structure appropriate for the species (Fig. 1). The root collar (the uppermost roots) should be in the top 2 inches of the root ball.



Figure 1. Quality tree ready for planting.

Digging the hole: A firm, flat-bottomed hole will prevent trees from sinking. Dig the hole only deep enough to position the root collar even with the landscape soil surface (Fig. 2). Use a rototiller or shovel to loosen soil in an area three times the size of the root ball. This loose soil promotes rapid root growth and quick establishment.

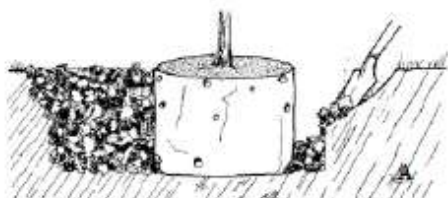


Figure 2. Loosening soil in a large area around the root ball allows for rapid root growth and quick establishment.

Installing the tree:

Remove soil and roots from the top of the root ball to expose the root collar; cut away any roots that grow over the collar (Fig. 3). Also cut any roots that circle or mat along the sides and bottom of the root ball (Fig. 4). The root collar should be even with the landscape soil after planting (see Fig. 3). Backfill with soil removed from the hole. Minimize air pockets by packing gently and applying water. Build a berm 4 inches tall around the rootball to help force water through the root ball. Enlarge the berm as the tree establishes.

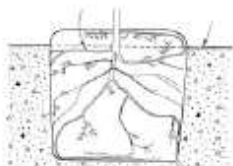


Figure 3. Remove soil and roots growing over the root collar (A) and place collar level with soil surface (B).

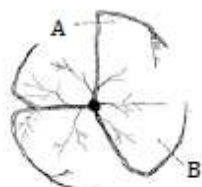


Figure 4. Cut roots at (A) to form new roots that grow away from the trunk. Do not cut roots at (B), since the root defects will regrow.

Staking: Staking holds trees erect and allows the root ball to anchor. Secure the trunk at the point where the tree stands straight. A second stake tied directly to the trunk made of bamboo may be required to straighten the upper trunk.

Mulching: A layer of organic mulch, such as leaf litter, shredded bark, or wood chips, helps protect tree roots from temperature extremes and conserves soil moisture. Mulch also helps prevent grass from competing with the tree for water and nutrients. The mulched area makes it easier to operate mowers and weed eaters without hitting the trunk and compacting soil. Apply mulch to a depth of 3 to 4 inches (slightly thinner on top of the root ball).



Irrigating: Consistent irrigation is critical for establishment.

1. Apply about 3 gallons irrigation per inch of trunk diameter to the root ball 2 or 3 times a week for the first growing season.
2. Increase volume and decrease frequency as the tree becomes established.
3. Weekly irrigation the second year and bimonthly irrigation the third year should be sufficient for establishment.
4. Once established irrigation requirements depend on species, climate and soil conditions.
5. Irrigation devices should be regularly checked for breaks and leaks.

Pruning: Training young trees promotes structurally sound growth and overall tree health. Cut back or remove codominant stems (stems that compete with the central leader) to encourage growth in the central leader (below).

Before Pruning



After Pruning



Appendix C

Urban Wood Species List

Botanical name	Common Name	Type	Height	Spread	Growth Rate	Water use
Acacia melanoxylon	Black Acacia	Evergreen	40-50	20-30	Fast	Moderate
Alnus cordata	Italian Alder	Deciduous	40-50	25-30	Fast	Moderate
Calocedrus decurrens	Incense Cedar	Evergreen	50-70	15-20	Slow	Moderate
Casuarina equisetifolia	River she-oak	Evergreen	60-70	30-40	Moderate	Moderate
Ceratonia siliqua	Carob tree	Evergreen	30-40	30-40	Moderate	Moderate
Cupressus arizonica	Arizona cypress	Evergreen	30-40	15-20	Slow	Low
Dalbergia sissoo	Indian Rosewood	Deciduous	45-60	30-40	Moderate	Moderate
Eucalyptus camaldulensis	River red gum	Evergreen	45-150	45-105	Fast	Moderate
Eucalyptus sideroxylon	Red ironbark	Evergreen	30-90	30-60	Fast	Moderate
Fraxinus uhdei 'Majestic Beauty'	Majestic Beauty' ash	Deciduous	70-80	50-60	Fast	Moderate
Gleditsia tricanthos var. inermis	Thornless honey locust	Deciduous	50-60	30-40	Fast	Moderate
Grevillea robusta	Silk oak	Evergreen	50-65	25-40	Fast	Moderate
Hesperocyparis macrocarpa	Monterey cypress	Evergreen	45-60	45-50	Fast	Moderate
Juglans nigra	Black walnut	Deciduous	90-100	60-70	Moderate	Moderate
Morus alba 'Fruitless'	Fruitless mulberry	Deciduous	20-30	30-45	Fast	Moderate
Pinus torreyana	Torrey pine	Evergreen	40-50	30-40	Fast	Moderate
Populus fremontii 'Nevada'	Western cottonwood	Deciduous	40-80	30-50	Fast	Moderate
Prunus caroliniana	Prunus caroliniana	Evergreen	20-30	15-25	Fast	Moderate

RESOLUTION CC 2023-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ESTABLISHING A TREE MAINTENANCE STANDARD FOR CITY-OWNED TREES

WHEREAS, the City of Covina (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the City recognizes the value and benefit of a healthy urban forest and maintains a network of City-owned trees; and

WHEREAS, by ensuring the preservation and protection of the urban forest through standards of care, this natural resource will continue to enhance the community’s streets and parks; and

WHEREAS, trees contribute a wide range of environmental, aesthetic, and economic benefits to the community; trees increase property values, provide shade and cooling effects, reduce energy costs, provide erosion control, and act as filters for airborne pollutants; and

WHEREAS, the City desires to establish a Tree Maintenance Standard that will guide the standard maintenance of City-owned trees using best management practices in order to ensure the success and vitality of the City’s urban forest, including inspections, pruning, plantings, and removals.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That by adoption of this Resolution, the City Council of the City of Covina will direct all City departments and service providers to follow the Tree Maintenance Standard, attached hereto and incorporated herein as Exhibit A to said Resolution.

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 21st day of March, 2023.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTACHMENT B

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2023-14 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ, Deputy City Clerk

Exhibit A to Resolution CC 2023-14

Tree Maintenance Standard



CC Regular Meeting AGENDA ITEM REPORT

Meeting: March 21, 2023
Title: 2022 Annual Housing Element Progress Report
Presented by: Brian K. Lee, AICP, Director of Community Development
Recommendation: Receive and file.

EXECUTIVE SUMMARY:

State law requires each city to prepare and file Annual Progress Reports (APRs) with the California Department of Housing and Community Development (HCD) describing housing production and the status of Housing Element program implementation. APRs must be prepared using the format established by HCD. Attached for City Council information is the Housing Element APR for calendar year 2022 (Attachment A).

FISCAL IMPACT:

Preparation of APRs is required by State law but no State funding is provided; therefore, it is an unfunded mandate. The City collects a fee on building permits to defray the cost of maintaining the General Plan, which includes preparation of APRs.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Preparation of the APR is not a project subject to CEQA (Cal. Pub. Resources Code, § 21000 et seq.).

Respectfully submitted,



Brian K. Lee
Director of Community Development

Report Approval Details

Document Title:	2022 Annual Housing Element Progress Report.docx
Attachments:	- Attachment A- 2022 Housing Element Annual Progress Report.pdf
Final Approval Date:	Mar 16, 2023

This report and all of its attachments were approved and signed as outlined below:

Brian Lee

Anita Agramonte

Fabian Velez

Chris Marcarello

Please Start Here

General Information	
Jurisdiction Name	COVINA
Reporting Calendar Year	2022
Contact Information	
First Name	ALANA
Last Name	SPECTOR
Title	SENIOR MANAGEMENT ANALYST
Email	aspector@covinaca.gov
Phone	6263845443
Mailing Address	
Street Address	125 E. COLLEGE STREET
City	COVINA
Zipcode	91723

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

11_16_22

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2022 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W								
1	Jurisdiction		COVINA		ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation										Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas																
2	Reporting Year		2022 (Jan. 1 - Dec. 31)																												
3	Planning Period		6th Cycle 10/15/2021 - 10/15/2029																												
7																															
8	Table A Housing Development Applications Submitted																														
9	Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Notes									
10	1					2	3	4	5							6	7	8	9	10		11	12								
11	Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddi the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*								
12	Summary Row: Start Data Entry Below								0	0	0	0	0	101	97	198	17	0													
13		8430-015-800	747 N. Barranca Ave		TTM22-1 (No. 84016)	5+	O	11/2/2022						80		80			No	No	No	Pending									
14		8421-001-016	1000 N. Azusa Ave	Covina Village	TTM22-2 (No. 82315)	5+	O	11/30/2022							97	97			No	No	No	Pending									
15		8445-010-020	123 E. Center St		SPR22-214	5+	R	11/19/2022						17		17	17		No	No	No	Approved									
16		844-008-005	136 W. Center St		SPR22-124	2 to 4	R	6/22/2022						4		4			No	No	No	Pending									
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Jurisdiction	COVINA	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1		2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	614	-	-	-	-	-	-	-	-	-	-		
	Non-Deed Restricted		3		18		-	-	-	-	-	-	21	593
Low	Deed Restricted	268	-	-	-		-	-	-	-	-	-		
	Non-Deed Restricted		1	1	11		-	-	-	-	-	-	13	255
Moderate	Deed Restricted	281	-	-	-		-	-	-	-	-	-		
	Non-Deed Restricted		1	2	5		-	-	-	-	-	-	8	273
Above Moderate		747	13	12	97		-	-	-	-	-	-	122	625
Total RHNA		1,910												
Total Units			18	15	131	-	-	-	-	-	-	-	164	1,746
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5 Extremely low-income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		307		12	18	-	-	-	-	-	-	-	30	277

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Jurisdiction	COVINA	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below					465.25	465.25									944		
8435-033-023	321 N Vincent Ave		Zone Change (ZCH) 22-03 Ordinance 22-13	11/1/2022	22	22			Shortfall of Sites	1.78	GC	C-2(AHMUOD)	22	40	45	Non-Vacant	Commercial
8435-033-017	433 N Vincent Ave		Ditto	11/1/2022	6	6			Shortfall of Sites	0.51	GC	C-2(AHMUOD)	22	40	13	Non-Vacant	Commercial
8435-033-028	333 N Vincent Ave		Ditto	11/1/2022	23	23			Shortfall of Sites	1.84	GC	C-2(AHMUOD)	22	40	46	Non-Vacant	Commercial
8435-033-024	No address		Ditto	11/1/2022	35	35			Shortfall of Sites	2.76	GC	C-2(AHMUOD)	22	40	69	Vacant	vacant
8434-002-011	1123 W San Bernardino		Ditto	11/1/2022	4	4			Shortfall of Sites	0.31	GC	CP(AHMUOD)	20	40	8	Non-Vacant	1 house
8434-002-013	1139 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.2	GC	CP(AHMUOD)	20	40	5	Non-Vacant	1 house
8434-002-014	1145 W San Bernardino		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Non-Vacant	office bldg
8434-002-018	1109 W San Bernardino		Ditto	11/1/2022	5	5			Shortfall of Sites	0.43	GC	CP(AHMUOD)	20	40	11	Non-Vacant	office bldg
8434-002-021	1151 W San Bernardino		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Non-Vacant	1 house
8434-002-024	1131 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.23	GC	CP(AHMUOD)	20	40	6	Non-Vacant	office bldg
8434-003-015	1235 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.23	GC	CP(AHMUOD)	20	40	6	Non-Vacant	1 house
8440-003-016	1229 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.2	GC	CP(AHMUOD)	20	40	5	Non-Vacant	commercial
8434-003-017	1217 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.2	GC	CP(AHMUOD)	20	40	5	Non-Vacant	office bldg
8434-003-018	1211 W San Bernardino		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Non-Vacant	1 house
8434-003-019	1205 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.22	GC	CP(AHMUOD)	20	40	6	Non-Vacant	1 house
8434-003-022	1171 W San Bernardino		Ditto	11/1/2022	3	3			Shortfall of Sites	0.22	GC	CP(AHMUOD)	20	40	6	Non-Vacant	office bldg
8434-003-014	1241 W San Bernardino		Ditto	11/1/2022	1	1			Shortfall of Sites	0.04	GC	CP(AHMUOD)	20	40	1	Non-Vacant	vacant
8434-004-020	1241 W San Bernardino		Ditto	11/1/2022	5	5			Shortfall of Sites	0.42	GC	CP(AHMUOD)	20	40	11	Non-Vacant	store & resi
8434-004-023	1247 W San Bernardino		Ditto	11/1/2022	5	5			Shortfall of Sites	0.42	GC	CP(AHMUOD)	20	40	11	Non-Vacant	office bldg
8434-004-033	1257 W San Bernardino		Ditto	11/1/2022	7	7			Shortfall of Sites	0.57	GC	CP(AHMUOD)	20	40	14	Non-Vacant	office bldg
8434-016-033	1274 W San Bernardino		Ditto	11/1/2022	6	6			Shortfall of Sites	0.51	GC	C-4(AHMUOD)	20	40	13	Non-Vacant	car wash
8434-016-037	312 N Lark Ellen		Ditto	11/1/2022	1	1			Shortfall of Sites	0.08	GC	CP(AHMUOD)	20	40	2	Non-Vacant	parking lot
8434-016-010	312 N Lark Ellen		Ditto	11/1/2022	2	2			Shortfall of Sites	0.17	GC	CP(AHMUOD)	20	40	4	Non-Vacant	office bldg
8434-016-011	306 N Lark Ellen		Ditto	11/1/2022	2	2			Shortfall of Sites	0.17	GC	CP(AHMUOD)	20	40	4	Non-Vacant	office bldg
8429-035-006	440 N Barranca		Ditto	11/1/2022	4	4			Shortfall of Sites	0.29	GC	C-4(AHMUOD)	20	40	7	Non-Vacant	commercial
8429-035-007	430 N Barranca		Ditto	11/1/2022	3	3			Shortfall of Sites	0.26	GC	C-4(AHMUOD)	20	40	7	Non-Vacant	commercial
8429-035-008	426 N Barranca		Ditto	11/1/2022	3	3			Shortfall of Sites	0.25	GC	C-4(AHMUOD)	20	40	6	Non-Vacant	office
8429-035-009	412 N Barranca		Ditto	11/1/2022	3	3			Shortfall of Sites	0.22	GC	C-4(AHMUOD)	20	40	6	Non-Vacant	office
8429-035-019	520 Rue Royal		Ditto	11/1/2022	2	2			Shortfall of Sites	0.16	GC	C-4(AHMUOD)	20	40	4	Non-Vacant	auto repair
8429-035-018	404 N Barranca		Ditto	11/1/2022	3	3			Shortfall of Sites	0.26	GC	C-4(AHMUOD)	20	40	7	Non-Vacant	pool repair
8445-024-021	401 E Rowland		Ditto	11/1/2022	2	2			Shortfall of Sites	0.16	GC	CP(AHMUOD)	20	40	4	Non-Vacant	office use
8445-024-009	560 S San Jose		Ditto	11/1/2022	5	5			Shortfall of Sites	0.37	GC	CP(AHMUOD)	20	40	9	Non-Vacant	1 house
8445-024-010	568 S San Jose		Ditto	11/1/2022	3	3			Shortfall of Sites	0.22	GC	CP(AHMUOD)	20	40	6	Non-Vacant	1 house
8445-025-022	361 E Rowland		Ditto	11/1/2022	5	5			Shortfall of Sites	0.36	GC	CP(AHMUOD)	20	40	9	Non-Vacant	church
8445-025-006	361 E Rowland		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Vacant	parking lot
8445-025-009	373 E Rowland		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Non-Vacant	office bldg
8445-025-010	571 S San Jose		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Non-Vacant	parking lot
8445-025-011	563 S San Jose		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	CP(AHMUOD)	20	40	5	Non-Vacant	parking lot
8451-007-052	332 E Rowland		Ditto	11/1/2022	2	2			Shortfall of Sites	0.16	GC	C-3A(AHMUOD)	20	40	4	Non-Vacant	1-story office
8451-007-053	322 E Rowland		Ditto	11/1/2022	1	1			Shortfall of Sites	0.1	GC	C-3A(AHMUOD)	20	40	3	Non-Vacant	1-story office
8451-007-051	322 E Rowland		Ditto	11/1/2022	1	1			Shortfall of Sites	0.1	GC	C-3A(AHMUOD)	20	40	3	Non-Vacant	parking lot
8451-007-050	322 E Rowland		Ditto	11/1/2022	1	1			Shortfall of Sites	0.1	GC	C-3A(AHMUOD)	20	40	3	Non-Vacant	parking lot
8451-007-054	344 E Rowland		Ditto	11/1/2022	5	5			Shortfall of Sites	0.38	GC	C-3A(AHMUOD)	20	40	10	Non-Vacant	private school
8451-007-055	354 E Rowland		Ditto	11/1/2022	12	12			Shortfall of Sites	0.95	GC	C-3A(AHMUOD)	20	40	24	Non-Vacant	office bldgs
8422-001-008	1024 N Citrus		Ditto	11/1/2022	1	1			Shortfall of Sites	0.09	GC	C-2(AHMUOD)	20	40	2	Non-Vacant	commercial
8422-001-017	1024 N Citrus		Ditto	11/1/2022	1	1			Shortfall of Sites	0.05	GC	C-2(AHMUOD)	20	40	1	Non-Vacant	commercial
8422-001-016	1024 N Citrus		Ditto	11/1/2022	48	48			Shortfall of Sites	3.8	GC	C-2(AHMUOD)	20	40	95	Non-Vacant	commercial
8421-026-024	1051 N Citrus		Ditto	11/1/2022	4	4			Shortfall of Sites	0.35	GC	C-4(AHMUOD)	20	40	9	Non-Vacant	commercial
8421-026-025	1063 N Citrus		Ditto	11/1/2022	5	5			Shortfall of Sites	0.36	GC	C-4(AHMUOD)	20	40	9	Non-Vacant	commercial
8421-026-028	1085 N Citrus		Ditto	11/1/2022	5	5			Shortfall of Sites	0.36	GC	C-2(AHMUOD)	20	40	9	Non-Vacant	commercial
8422-001-009	900 N Citrus		Ditto	11/1/2022	37	37			Shortfall of Sites	2.93	GC	C-2(AHMUOD)	20	40	73	Non-Vacant	commercial
8422-001-011	902 N Citrus		Ditto	11/1/2022	2	2			Shortfall of Sites	0.18	GC	C-2(AHMUOD)	20	40	5	Non-Vacant	commercial
8422-001-012	900 N Citrus		Ditto	11/1/2022	5	5			Shortfall of Sites	0.42	GC	C-2(AHMUOD)	20	40	11	Non-Vacant	restaurant
8422-001-015	1088 N Citrus		Ditto	11/1/2022	1	1			Shortfall of Sites	0.08	GC	C-2(AHMUOD)	20	40	2	Non-Vacant	gas station
8422-001-013	1088 N Citrus		Ditto	11/1/2022	4	4			Shortfall of Sites	0.32	GC	C-2(AHMUOD)	20	40	8	Non-Vacant	gas station
8406-001-037	176 E ARROW HWY		Ditto	11/1/2022	10	10			Shortfall of Sites	0.83	GC	C-4(AHMUOD)	20	40	21	Non-Vacant	commercial
8406-001-021	216 E ARROW HWY		Ditto	11/1/2022	5	5			Shortfall of Sites	0.42	GC	C-4(AHMUOD)	20	40	11	Non-Vacant	commercial

8406-001-018	236 E ARROW HWY		Ditto	11/1/2022	12	12			Shortfall of Sites	0.94	GC	C-4(AHMUOD)	20	40	24	Non-Vacant	commercial
8406-001-042	246 E ARROW HWY		Ditto	11/1/2022	14	14			Shortfall of Sites	1.1	GC	C-4(AHMUOD)	20	40	28	Non-Vacant	commercial
8406-001-044	280 E ARROW HWY		Ditto	11/1/2022	12	12			Shortfall of Sites	0.94	GC	C-4(AHMUOD)	20	40	24	Non-Vacant	commercial
8406-001-045	1430 N RANGER DR		Ditto	11/1/2022	8	8			Shortfall of Sites	0.63	GC	C-4(AHMUOD)	20	40	16	Non-Vacant	commercial
8407-032-002	412 W Arrow Hwy		Ditto	11/1/2022	79	79			Shortfall of Sites	6.33	GC	C-3A (PCD)(AHMUOD)	22	40	158	Non-Vacant	commercial

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		COVINA	
Reporting Year		2022 (Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
<div>Housing Programs Progress Report</div> <div>Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.</div>			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The Covina Redevelopment Agency provides a rent subsidy program for domestic violence victims.	30 units during the planning period.	Also in 2011, the Agency provided funding to rehabilitate and expand the housing available at the YWCA domestic violence shelter. The monitoring remained in place through 2021.
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The Covina Redevelopment Agency provides a rent subsidy program for senior citizens.	31 units during the planning period.	The YWCA had requested assistance with the transitional housing portion of the renovation in the amount of \$330,000. The Agency assisted in the development of the project, by providing financial assistance in the form of a \$330,000 grant. The Funding Agreement carried the requirement that an affordability covenant would be placed on the property for 55 years, to provide that all 11 bedrooms shall be available to Qualified Households at an Affordable Rent.
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The City of Covina provided a grant of \$15,000 to eligible low-income residents to assist in preventing homelessness.	22 families were assisted during the planning period from 2021-2022.	The City of Covina received \$15,000 for Homeless Prevention and Diversion from the San Gabriel Valley Council of Governments (SGVCOG). Shepherd's Pantry, a non-profit, assisted in running the program for free. This program provided grants for income-qualified families to prevent them from becoming homeless. The funding could be used on expenses that would negatively financially impact them, such as unforeseen car repairs and medical bills. 22 families were assisted from this program.
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The City of Covina provided a grant of \$85,000 to Support Solutions to provide emergency motel vouchers and tapered rental assistance.	Program will end June 1, 2022	The City of Covina received \$150,000 for Homeless Plan Implementation from the San Gabriel Valley Council of Governments (SGVCOG), and allocated \$85,000 to the non-profit Support Solutions Inc.. This vendor provides motel vouchers and tapered rent relief along with case management to those experiencing homelessness.

3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The City of Covina entered into a long-term lease with the Covina Housing Authority for a future navigation center.	The lease is for 50 years.	The Covina Housing Authority entered into a 50 year lease with the City of Covina in order to create a future navigation center, which will provide housing and supportive services for the local homeless population.
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The City of Covina is providing funding for an affordable housing trust.	Funding provided FY 2020, committed in 2021.	The City of Covina allocated a portion of our Permanent Local Housing Allocation funds in the amount of \$25,000 to the San Gabriel Valley Regional Housing Trust in order to assist in funding local affordable housing.
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The City of Covina provided staffing for the LA County Rent Relief Program, which provided up to \$10,000 in rental assistance.	Approximately 75 families assisted during the planning period.	The City of Covina was contracted by the Los Angeles County Development Authority to assist in running the LA County Rent Relief Program. This program provided up to \$10,000 to eligible families across LA County to assist with COVID-impacted rent payments. Six City staff members worked on this program.
3.4.1.1. AGENCY HOUSING ASSISTANCE PROGRAM	The Covina Redevelopment Agency provides a rent subsidy program for senior citizens.	32 units during the planning period.	In 2009, the Covina Redevelopment Agency purchased land for a home to be built by Habitat for Humanity and provided partial funding for building for a project to house a family with income under 80% of median income. The home was built and sold to a qualifying family with an affordable covenant for 45 years.
3.4.1.2. LOT ASSEMBLY PROGRAM	<ul style="list-style-type: none"> The City will continue to provide appropriate land use designations consistent with regional housing needs for mixed use and infill development. 	Continue to work with prospective applicants in assembling properties.	Citrus Walk Project. Over time, all properties from 300 N. Citrus to 332 N. Citrus, as well as 115 and 125 E. Italia and 116 and 120 E. School Streets were assembled by the Covina Redevelopment Agency for the “Citrus Walk” housing development; businesses were relocated and the buildings were demolished by the Agency. In addition to the acquisition of the private properties, a portion of School Street was vacated as well as a 13-foot wide public alley and a City parking lot were made available for the project. 48 for-sale housing units, and 8,300 sf of commercial property were built on the assembled site, including 8 covenanted moderate-income units for a 45-year period.
3.4.1.2. LOT ASSEMBLY PROGRAM	<ul style="list-style-type: none"> The City will maintain an inventory of potential sites to provide developers with information regarding development incentives for affordable units. 	Continue to work with prospective applicants in assembling properties.	135 E. Badillo. The Covina Redevelopment Agency purchased the property at 135 E. Badillo in the late ‘90s and has considered many possible projects for the site over the years, but none have come to fruition. A sale was successfully negotiated, and includes a commercial site and ten housing units. Construction began in 2021 and the project and construction completed in 2022.

3.4.1.2. LOT ASSEMBLY PROGRAM	<ul style="list-style-type: none"> • The City will provide technical assistance and information to private and non-profit housing providers regarding available City and Agency-owned parcels suitable for lower-income development. 	Continue to work with prospective applicants in assembling properties.	Second and Center Street Development. The property at 166 E. Center Street was privately developed. Two residences on the property were demolished and five were built. The City worked with the developer to assemble the adjacent property at 172 E. Center Street and the properties were combined with one driveway, with five additional units being built at 172 E. Center Street. One existing residence was demolished at that address. The affordability covenants must be maintained for a 55 year period.
3.4.1.2. LOT ASSEMBLY PROGRAM	<ul style="list-style-type: none"> • The City will facilitate the assembly and recycling of underutilized properties for new affordable housing construction through technical assistance to developers and property owners. 	Continue to work with prospective applicants in assembling properties.	Second and Center Street Development. The property at 166 E. Center Street was privately developed. Two residences on the property were demolished and five were built. The City worked with the developer to assemble the adjacent property at 172 E. Center Street and the properties were combined with one driveway, with five additional units being built at 172 E. Center Street. One existing residence was demolished at that address. The affordability covenants must be maintained for a 55 year period.
3.4.1.2. LOT ASSEMBLY PROGRAM	<ul style="list-style-type: none"> • The Redevelopment Agency will also continue to assist qualifying developments in the assembly of property for new residential development. In the past the City has also assisted in the acquisition of property for new residential development using the Agency's Low and Moderate Housing Fund. However, future land acquisition and financial assistance will be more difficult due to the depletion of affordable housing funds. The funds were needed by the Agency to meet the State's SERAF payment which is being used to balance the State's budget. Any future assistance, as in the past, will be evaluated on a case-by-case basis. 	Continue to work with prospective applicants in assembling properties.	Second and Center Street Development. The property at 166 E. Center Street was privately developed. Two residences on the property were demolished and five were built. The City worked with the developer to assemble the adjacent property at 172 E. Center Street and the properties were combined with one driveway, with five additional units being built at 172 E. Center Street. One existing residence was demolished at that address. The affordability covenants must be maintained for a 55 year period.

<p>3.4.1.3. MAINTAIN RESIDENTIAL CAPACITY</p>	<p>To ensure that adequate sites are available throughout the planning period to accommodate the City's RHNA, on a project basis, pursuant to Government Code Section 65863, the City will monitor available residential capacity and evaluate development applications in the Town Center Specific Plan. Should an approval of a development result in a reduction of capacity below the residential capacity needed to accommodate the remaining need for lower-income households, the City will identify and zone sufficient sites to accommodate the shortfall.</p>	<p>Monitor available sites with new development.</p>	<p>An amendment to the TCSP was adopted in 2019. The amendment facilitates additional residential units through more flexible zoning standards, mixed-use and reduced parking standards. The TCSP has spurred higher density development within the area, and has contributed greatly to the ease in which developers can create residential units.</p>
<p>3.4.2.1 HOME OWNERSHIP "HOP" PROGRAM</p>	<p>The Home Ownership Program (HOP), operated by the County of Los Angeles, offers 0% interest loans to borrowers who have not owned a home in the last three years. This program will be advertised on the City's website and a brochure/handout will be produced for distribution at the planning counter, redevelopment office and in the information kiosks in the Civic Center.</p>	<p>Dependent on availability of funds.</p>	<p>In the time period from January 1, 2008 through December 31, 2013, twenty-one (21) qualifying homeowners who purchased homes in the City of Covina were assisted through this program. Qualifying homebuyers participating in the HOP program must have a family income of 80% of median income or less. Source of funds were the American Dream Down Payment Initiative (see 3.4.2.2 below) and HOME funds through the Community Development Authority of the County of Los Angeles.</p>

3.4.2.2 AMERICAN DREAM DOWN-PAYMENT PROGRAM (ADDP)	<p>This program will provide down payment, closing costs, and rehabilitation assistance to eligible individuals. The amount of ADDI assistance provided may not exceed \$10,000 or six percent of the purchase price of the home, whichever is greater. The rehabilitation must be completed within one year of the home purchase. Rehabilitation may include, but is not limited to, the reduction of lead paint hazards and the remediation of other home health hazards. This program will be advertised on the City's website and a brochure/handout will be produced for distribution at the planning counter, redevelopment office and in the information kiosks in the Civic Center.</p>	Dependent on availability of funds.	Qualifying homebuyers participating in the HOP program must have a family income of 80% of median income or less. Source of funds were the American Dream Down Payment Initiative and HOME funds through the Community Development Authority of the County of Los Angeles.
3.4.2.3 MORTGAGE CREDIT CERTIFICATE (MCC) PROGRAM	<p>The MCC program offers first time homebuyers a federal income tax credit. that reduces the amount of federal taxes the holder of the certificate would pay. If both the home and homeowner qualify, the County can then issue an MCC.</p>	Dependent on availability of funds.	The MCC program offers first time homebuyers a federal income tax credit. that reduces the amount of federal taxes the holder of the certificate would pay. If both the home and homeowner qualify, the County can then issue an MCC.
3.4.2.3 MORTGAGE CREDIT CERTIFICATE (MCC) PROGRAM	<p>This program will be advertised on the City's website and a brochure/handout will be produced for distribution at the planning counter, redevelopment office and in the information kiosks in the Civic Center.</p>	Dependent on availability of funds.	The MCC Program enables qualified first-time homebuyers to convert a portion of their annual mortgage interest into a direct dollar for dollar tax credit on their U.S. individual income tax returns. The qualified homebuyer is awarded a tax credit of up to 20% of the annual interest paid on the mortgage loan. The remaining 80% of the mortgage interest will continue to qualify as an itemized tax deduction.
3.4.2.4 SOUTHERN CALIFORNIA HOME FINANCING AUTHORITY (SCHFA)	<p>SCHFA is a joint powers authority formed in 1988 to issue tax-exempt mortgage revenue bonds for low and moderate-income first-time homebuyers.</p>	Dependent on the number of local applicants.	This program makes buying a home more affordable for qualifying homebuyers by offering a competitive 30-year fixed rate loan and a grant for down payment and closing costs assistance.

3.4.2.4 SOUTHERN CALIFORNIA HOME FINANCING AUTHORITY (SCHFA)	This program will be advertised on the City's website and a brochure/handout will be produced for distribution at the planning counter, redevelopment office and in the information kiosks in the Civic Center.	Dependent on the number of local applicants.	This program makes buying a home more affordable for qualifying homebuyers by offering a competitive 30-year fixed rate loan and a grant for down payment and closing costs assistance.
3.4.3.1 HOUSING REHABILITATION AND PRESERVATION PROGRAM	The Housing Rehabilitation and Preservation Program funds residential repair and improvements for low to moderate income owner-occupied single-family detached homes and mobile homes. The Handyworker Program provides small grants to qualifying low- and moderate-income persons for minor housing repairs. This program is funded through CDBG.	1 unit during the planning period	Rehabilitation was completed on 1 house in the period between July 1, 2021 and December 20, 2022. A combination of grants and loans were awarded to families and households earning no more than 80% of median income adjusted for household size. Previous award recipients are required to maintain ownership and occupancy of the home in order for grant funds to be forgiven.
3.4.3.1 HOUSING REHABILITATION AND PRESERVATION PROGRAM	This program will be advertised on the City's website and a brochure/handout will be produced for distribution at the planning counter, redevelopment office and in the information kiosks in the Civic Center.	1 unit during the planning period	Rehabilitation was completed on 1 house in the period between July 1, 2011 and June 30, 2018. A combination of grants and loans were awarded to families and households earning no more than 80% of median income adjusted for household size. Previous award recipients are required to maintain ownership and occupancy of the home in order for grant funds to be forgiven.
3.4.4.1 RENTAL ASSISTANCE-FEDERAL SECTION 8 PROGRAM ADMINISTRATION	Federal Section 8 rental assistance for Covina is managed by the Los Angeles County Housing Authority. This program will be advertised on the City's website and a brochure/handout will be produced for distribution at the planning counter, redevelopment office and in the information kiosks in the Civic Center.	Address 100% referrals during the planning period	Ongoing. The City typically receives at least two inquiries per week.

3.4.4.2 SECOND UNIT PROGRAM	The City has a second unit ordinance that conforms to current State law. To encourage the development of second units in the coming years, the following strategies will be considered:	An average of 40 second units per year during the current planning period, with an upward trend.	The City adopted revised ADU regulations on May 3, 2022 via Ordinance No. 22-06.
3.4.4.2 SECOND UNIT PROGRAM	<ul style="list-style-type: none"> The City will publicize its second unit ordinance in handouts that will be provided in City Hall. 	An average of 40 second units per year during the current planning period,	The City adopted revised ADU regulations on May 3, 2022 via Ordinance No. 22-06.
3.4.4.2 SECOND UNIT PROGRAM	<ul style="list-style-type: none"> The second unit ordinance provisions will be publicized on the City's website. 	An average of 40 second units per year during the current planning period,	The most recent ADU regulations are available for review on the City website.
3.4.4.2 SECOND UNIT PROGRAM	<ul style="list-style-type: none"> The City will establish a review process that will be tailored to the review of second units. This process will clearly indicate the minimum development requirements and standards associated with the construction of second units. 	An average of 40 second units per year during the current planning period, with an upward trend.	The City adopted revised ADU regulations on May 3, 2022 via Ordinance No. 22-06.
3.4.5.1 EMERGENCY HOUSING PROGRAM	The City will commit to applying development and management standards for emergency shelter development and uses to the same as those that are applicable to the multiple-family zones (the overlay is located within a commercial zone district).	Completed by the end of 2011.	The City adopted Emergency Shelter Ordinance on November 17, 2020, which is sti
3.4.5.2 TRANSITIONAL HOUSING PROGRAM	The City will amend the Zoning Ordinance so that transitional housing will be a permitted use in all of the City's residential Zone districts. Following this amendment, transitional housing will be permitted in all residential zones and subject to those restrictions that are applicable to the other residential uses in the same zone.	Completed by the end of 2011.	The City adopted Transition/Supportive Housing Ordinance on November 17, 2020. The City has two existing transitional houses, both in confidential locations.

3.4.5.2 TRANSITIONAL HOUSING PROGRAM	The City will amend the Zoning Ordinance so that transitional housing will be a permitted use in all of the City's residential Zone districts. Following this amendment, transitional housing will be permitted in all residential zones and subject to those restrictions that are applicable to the other residential uses in the same zone.	Completed by the end of 2011.	YWCA domestic violence shelter and transitional housing (11 units total in 1 large house)
3.4.5.2 TRANSITIONAL HOUSING PROGRAM	The City will amend the Zoning Ordinance so that transitional housing will be a permitted use in all of the City's residential Zone districts. Following this amendment, transitional housing will be permitted in all residential zones and subject to those restrictions that are applicable to the other residential uses in the same zone.	Completed by the end of 2011.	Covina Housing Authority owned transitional housing facility (2 units total in 1 home)
3.4.5.3 SUPPORTIVE HOUSING PROGRAM	The City will amend the Zoning Ordinance to permit supportive housing within all of the residential Zone districts. Supportive housing will be a permitted residential use that is subject to those restrictions that are applicable to the other residential uses of the same type in the same zone.	Completed by the end of 2011.	The City adopted Transition/Supportive Housing Ordinance on November 17, 2020. This ordinance is still active and in place.
3.4.5.4 SRO HOUSING PROGRAM	The City's currently permits a SRO complex, South Pointe Apartments, a converted motel and apartment building. The City will continue to support the existing SRO use for the site. In addition, the Town Center Specific Plan permits SROs with the approval of a CUP.	Preserve existing SRO units and comply with applicable State requirements	No new SRO applications have been submitted or approved during 2021-2022.

<p>3.4.6 EQUAL HOUSING PROGRAM</p>	<p>This program is an existing program and is being continued into the current planning period. The City recognizes the effect that discrimination has in limiting housing choice and equal opportunity in renting, selling and financing housing. As a means to promote equal housing, the City maintains information on the City's website regarding Landlord/Tenant Rights and Responsibilities, Landlord/Tenant Disputes, and Discrimination.</p>	<p>The City will continue to advertise this program on its website in addition to providing brochures at the City Hall and at the City's community centers.</p>	<p>The City has continued to provide equal housing information on its website and brochures at City Hall and Community Centers.</p>
<p>3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM</p>	<p>The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being "at-risk" has a 55-year affordability covenant. These units will not be "at-risk" during the current planning period due to this affordability covenant.</p>	<p>To preserve all of the identified at-risk housing units for this period within the parameters of available funding</p>	<p>Cienega Gardens 1211 North Lyman Avenue, Covina, On April 2, 2002, the City and the former Redevelopment Agency Board agreed to provide assistance to develop affordable housing at this property, and made a \$1.4 million loan to the owners, which has since repaid in full. The former Agency and owners agreed that 40% of 178 of the rental units (two units are reserved for managers) shall be available for very low income households, and the balance of the units are to be available for low-income households, for 55 years. At the time, the property owners were applying for the tax credit program, which they obtained. The initial qualified tax credit investment period was about to expire, and in August 2017 the owners applied for a new round of funding, in order to rehabilitate the property and the affordable rental units. The affordable housing covenants on this property, which are now under the oversight of the Covina Housing Authority, will remain superior to the new 55-year covenants which will be instituted under the new tax credit funding.</p>

3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	In July 2017, the City of Covina conducted a Tax Equity and Fiscal Responsibility Act Hearing in consideration of the issuance of tax exempt bond financing by the California Statewide Communities Development Authority for the benefit of Cienega Gardens Preservation Limited Partnership, to provide financing for the acquisition and rehabilitation of an existing 180-unit affordable multifamily rental housing project generally known as Cienega Gardens Apartments, and adopted City Resolution CC 17-75 approving the issuance of Bonds by the California Statewide Communities Development Authority not to exceed \$60,000,000, for the benefit of Cienega Gardens Preservation Limited Partnership, to provide financing for the acquisition and rehabilitation of a 180-unit multifamily rental housing project generally known as Cienega Gardens Apartments. All of the Project’s units (exclusive of the on-site manager units) are rent restricted for families earning less than 60% of the area median income.
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Shadowhills Bond Redemption/Vista Pointe Apartments, 1400-1428 North Grand Avenue, Covina. In 1985, the Covina Redevelopment Agency issued bonds to finance the 216-unit apartment project formerly known as Shadowhills, and now known as the Vista Pointe Apartments, 1400-1428 North Grand Avenue, Covina, in consideration of covenants and agreements. The issuance of the Covina Redevelopment Agency Multifamily Housing Revenue Refunding Bonds, Series A of 1994 in the amount of \$13,980,000 (Shadowhills Apartments Project) redeemed the 1985 bonds.
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Section IV of the Bond Indenture of Trust allowed for the redemption of the bonds by the Owner upon the exercise by the Owner of an election to prepay the loan in accordance with the terms of Section 4.1, Redemption of Bonds. Vista Pointe Apartments, LLC (Vista Pointe) advised the Housing Authority in 2013 that it intended to prepay the Bond Note in an amount sufficient to redeem all of the outstanding Bonds and pay any other necessary expenses or fees required under the Bond Documents on or before October 31, 2013. Of the 216 units at Vista Pointe, forty-four affordable units are available to Low-Income and Very-Low Income households. Of the forty-four units, at least half were to be available to very-low income tenants. These affordability covenants expired with the bond prepayment.

3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Covina Gardens Apartments, 200 W. Rowland Street, Covina. On June 17, 2008, the Covina Redevelopment Agency Board (Agency) approved an Exclusive Right to Negotiate (ERN) with the owner of Covina Gardens, 200 W. Rowland Street, Covina, a 90-unit apartment community, to preserve affordable housing. On October 7, 2008, and again on March 17, 2009, the ERN was extended by approval of the Agency Board. The affordability covenants remain in place.
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	The apartment buildings were constructed in 1974, and were previously restricted as affordable units for seniors under a Department of Housing and Urban Development Section 23 project. In 2008, the apartments were unrestricted, and housed mostly low-income senior citizens. In 2007, the apartments were sold by the original owner to KB SSF LLC, a California limited liability company. Thomas Safran and Associates acted as the agent for the owner, and sought to redevelop the existing structures and units which had been neglected. The Agency was willing to provide assistance to Developer to rehabilitate the site and to maintain the supply and availability of moderate and very low-income housing, pursuant to affordability covenants to be recorded for a term of not less than fifty-five years.
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	The Agency and Developer negotiated the terms of a Participation Loan Agreement (PLA) to provide a loan for the rehabilitation of the site. The loan of Four Million, Seven Hundred Thousand Forty Two Dollars (\$4,742,000) under an Income Restricted Scenario was warranted as follows:

3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Affordability Gap \$2,242,000
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Rehabilitation Costs \$2,500,000
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Total Assistance Warranted: \$4,742,000

3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	The funding allowed the Developer to add patios to the ground units and add balconies to the upper units, replace all windows and sliding glass doors in the units, paint exterior and corridors, install new window blinds, install upgraded electrical lighting fixtures in the corridors, provide extensive community room and laundry room upgrades, construct an exterior parapet and clock tower, and perform extensive landscape upgrades, including fencing, gates, hardscape, lighting and carport repairs.
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Affordable Housing
3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Under the covenants, forty-four (44) units were to be affordable to very-low income households, five (5) were to be affordable to lower-income households, and forty (40) units were to be rented to moderate-income households. Very-low income households are those with income at fifty percent of median income or lower, adjusted for household size, including extremely low income households. Lower income households are those that earn 80% of median income or less, adjusted for family size, and includes very-low and extremely low income households. The funds for the covenanted units were distributed in June 2010, when the Owner finalized other financing.

3.4.7 AT-RISK HOUSING CONSERVATION PROGRAM	The City will monitor the remaining Federally-assisted rental housing development that may be permitted to convert to market rate units during the next five-year time frame. As indicated previously, the only potential complex that is identified as being “at-risk” has a 55-year affordability covenant. These units will not be “at-risk” during the current planning period due to this affordability covenant.	To preserve all of the identified at-risk housing units for this period within the parameters of available funding	Masonic Homes, 1650 E. Old Badillo Street, Covina—Assisted Living. In 2008, the City Council approved the expansion of the Masonic Homes of California (MHC) Covina Campus to redevelop portions of the 30 acre site in order to provide senior residences and continuing care services. The 2008 project entitlements included a Development Agreement between the City of Covina and MHC providing for the vesting of land use entitlements. The initial 10 year term was to expire on March 20, 2018. In January 2018, the City Council approved the extension of the term of the Agreement by 20 years to March 20, 2038, amending requirements for the extension of the agreement, incorporating minor technical revisions for clarification purposes only and updating the 2008 project site plan to reflect changes approved in 2016. Those 2016 changes included the approval of a 32-unit/bed memory care and skilled nursing care facility.
3.4.8.1 REASONABLE HOUSING ACCOMMODATION PROGRAM	The City will adopt a reasonable accommodation ordinance to provide exception in zoning and land-use regulations for housing for persons with disabilities.	Zoning Ordinance Amendments by December 2011	The City adopted Reasonable Accommodation and Low Barrier Navigation Centers Ordinance on November 17, 2020. Remains active.
3.4.8.2 ORDINANCE REVIEW	The Zoning Ordinance will eliminate the definition of “family” and consider the prohibition of new single-family detached units in the multiple-family (RD) zones.	Code amendment in late 2011	The City amended the definition of “family” consistent with State Law on November 17, 2020. Remains active.
3.4.9.1 GREEN CITY PROGRAM	The City’s webpage will be expanded to include a “Green City” section that will refer users to a wide range of initiatives designed to improve the local environment. Key elements will include energy conservation measures, recycling, water conservation, and the use of alternative transit. The programs will include rebates for energy conserving refrigerators, water heaters, and other household appliances.	This program will be implemented by the end of 2011.	The City continues to support energy conservation, recycling, water conservation and transit by posting relevant information on the City website and in City Hall. The City has also adopted regular California Building Code updates that require compliance with the latest conservation measures.

3.4.9.1 GREEN CITY PROGRAM	The City will prepare handouts and update the City's website to publicize the availability of rebate programs, tax incentives, and other measures that will reduce the cost of installing energy-saving devices.	This program will be implemented by the end of 2011.	The City continues to support energy conservation, recycling, water conservation and transit by posting relevant information on the City website and in City Hall. The City has also adopted regular California Building Code updates that require compliance with the latest conservation measures.
3.4.9.1 GREEN CITY PROGRAM	The City will update the zoning code and subdivision requirements and other applicable codes to promote energy conservation in housing rehabilitation and in the construction of new housing.	This program will be implemented by the end of 2011.	The City continues to support energy conservation, recycling, water conservation and transit by posting relevant information on the City website and in City Hall. The City has also adopted regular California Building Code updates that require compliance with the latest conservation measures.
3.4.9.1 GREEN CITY PROGRAM	The City shall support ongoing programs from SCE and Sempra Energy that promote energy conservation.	This program will be implemented by the end of 2011.	The City continues to support energy conservation, recycling, water conservation and transit by posting relevant information on the City website and in City Hall. The City has also adopted regular California Building Code updates that require compliance with the latest conservation measures.
3.4.9.2 WATER CONSERVATION PROGRAM	The City of Covina shall promote water conservation (drought-tolerant landscaping, water conserving plumbing fixtures, etc.) in the review of new development. The City adopted a water conservation ordinance in conformance with State law. The City will prepare handouts post information on the City's website concerning the plant materials and techniques for xeriscape landscaping.	Continue to publicize water conservation information.	The City continues to support water conservation and relevant information is posted on the City website and in City Hall. The City has also adopted regular California Building Code updates that require compliance with the latest water conservation measures.
3.4.9.2 WATER CONSERVATION PROGRAM	The City's Water Division maintains a website and publishes a variety of brochures and information guides indicating ways residents may reduce water consumption. This website will be maintained throughout the planning period and brochures will continue to be distributed at City Hall.	Continue to publicize water conservation information.	The City continues to support water conservation and relevant information is posted on the City website and in City Hall. The City has also adopted regular California Building Code updates that require compliance with the latest water conservation measures.

Jurisdiction	COVINA	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	COVINA	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the ckcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain :

Table F2

Above Moderate Income Units Converted to Moderate Income Pursua

housing agency may include the number of units in an existing multifamily building that were converted to affordable housing. For this table, please ensure housing developments meet the requirements described in the table.

[illegible]

auto-calculation formulas

nt to Government Code section 65400.2

leed-restricted rental housing for moderate-income households by the imposition of affordability covenants & ibed in Government Code 65400.2(b).

Household Incomes After Conversion				Units credited toward Ab RHNA
4				5
Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Total Moderate Income Units Converted from Above Moderate

and restrictions for the unit. Before adding information to

ove Moderate	Notes
	6
<u>Date Converted</u>	<u>Notes</u>

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

[illegible]

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Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

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Jurisdiction	COVINA	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	18
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	5
Above Moderate		97
Total Units		131

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	0	0
2 to 4	0	4	0
5+	17	93	0
ADU	58	34	29
MH	0	0	0
Total	75	131	29

Housing Applications Summary	
Total Housing Applications Submitted:	4
Number of Proposed Units in All Applications Received:	198
Total Housing Units Approved:	17
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	COVINA	
Reporting Year	2022	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT					
Local Early Action Planning (LEAP) Reporting					
(CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$ 150,000.00		Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
1a. Update ADU regulations	\$10,000.00	\$0.00	Completed	None	Completed two amendments to ADU regulations in compliance with recent State Legislations: AB 3182 (2020) and SB 13, AB 68, AB 881 AB 587, AB 670, and AB 671 (2019). Request for partial reimbursement was submitted in June 2022.
b. Prepare ADU guidance brochure; and c. ADU Submittal checklist	\$10,000.00	\$0.00	In progress	None	A first draft of ADU guidance brochure including graphics & ADU/JADU submittal checklists were prepared in August 2022. They are under staff review and pending comments to be sent to consultant (Jaime Yamashita of Five Point Design) to revise the draft documents.
d. ADU Public outreach and hearings; and e. Ordinance adoption	\$5,000.00	\$0.00	Completed	None	Community meeting & study session, and public hearings completed on 2/26/19, 4/16/19, 9/15/20, 10/27/20 and 11/17/20. Adopted Ord. 19-07 on 4/16/19 & Ord. 20-10 on 11/17/20. Request for partial reimbursement was submitted in June 2022.
2A18:A23. Update Multi-family (RD) Zone; 2a. review existing regulations	\$10,000.00	\$0.00	Completed	None	Completed a summary memo analyzing existing regulations with recommendations for changes. Memo dated 10/27/20.
2b. RD Zone - Revised procedures, allowed by right review	\$35,000.00	\$0.00	Completed	None	Crafted new RD multi-family regulations to allow a wide variety of housing types and streamline review process; Administrative Draft (Chapter 17.28) completed in late May 2021; public review draft completed September 1, 2021; and public review draft posted on City's web site.
2c. RD Zone - Objective design and development standards and	\$30,000.00	\$0.00	Completed	None	Crafted new objective design and development standards for allowing a wide variety of housing types; administrative draft completed in June 2021; public review draft of Objective Design Standards completed on September 13, 2021; and public review draft posted to City's Web site.
2d. SB 35 submittal checklist	\$5,000.00	\$0.00	In progress	None	First draft of SB 35 handouts, FAQ, and submittal checklists was completed in December 2022; and pending review by City Attorney office. Anticipate minor revisions to the handouts and checklists.

2e. RD Zone - CEQA review (The cost was adjusted from \$5,000 to \$500)	\$500.00	\$0.00	Completed	None	CEQA analysis completed and incorporated as part of the Planning Commission and City Council staff reports as well as the Ordinance 21-09 adopted by City Council.
2f. RD Zone - Public outreach and hearings; and 2g. Adoption (The cost for Task 2g Ordinance adoption was adjusted from \$2,500 to \$7,000 with no change to Task 2f budget of \$7,000 - per Paul McDougall, 9-21-2022)	\$14,500.00	\$0.00	Completed	None	1st community wide (virtual) engagement meeting completed 1/27/21; second community wide and Planning Commission study session (in-person and virtual) completed September 28, 2021, which included the RD new regulations and the Objective Design Standards; Planning Commission public hearing completed October 26, 2021 and City Council public hearing completed November 16, 2021 for both the Zoning Code Amendment (new RD regulations) and the new Objective Design Standards; and second reading of Ordinance 21-09 completed December 21, 2021.
3a. Covina Town Center Specific Plan (CTCSP) Amendment; CTCSP - Public outreach and hearings; and CTCSP - Resolution adoption (The cost for these tasks were revised from \$22,500 to \$5,000 as of 12/6/2021)	\$5,000.00	\$0.00	Completed	None	Completed CTCSP amendment by allowing the use of TOD/HDR density (26 to 50 units per acre) for those sites within one quarter mile of the Metrolink transit rail station. The amendment will provide additional opportunity to increase housing production. Public hearings conducted on 6/23/20, 7/14/20 and 9/1/20. Council adopted Resolution CC 2020-80 on 9/1/2020. Request for reimbursement was submitted in June 2022.
3b. CTCSP - CEQA review (The cost for this task was revised from \$7,500 to \$25,000 as of 12/6/2021)	\$25,000.00	\$0.00	Completed	None	Council adopted Addendum to previously certified EIR for the Covina Town Center Specific Plan Amendment, under Resolution CC 2022-80. Request for reimbursement was submitted in June 2022.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	28
Low	Deed Restricted	0
	Non-Deed Restricted	22
Moderate	Deed Restricted	0
	Non-Deed Restricted	25
Above Moderate		0
Total Units		75

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	18
Low	Deed Restricted	0
	Non-Deed Restricted	11
Moderate	Deed Restricted	0
	Non-Deed Restricted	5
Above Moderate		97

Total Units		131
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Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	16
Low	Deed Restricted	0
	Non-Deed Restricted	9
Moderate	Deed Restricted	0
	Non-Deed Restricted	4
Above Moderate		0
Total Units		29



CC Regular Meeting AGENDA ITEM REPORT

Meeting: March 21, 2023
Title: Request to Amend the Classification Plan to Reorganize the Administrative Services Department and Community Development Department Job Classifications and Salary Ranges
Presented by: Suzanne Stone, Human Resources Manager
Anita Agramonte, Director of Administrative Services
Brian Lee, Director of Community Development
Christopher Marcarello, City Manager

Recommendation: That the City Council adopt Resolution CC 2023-16 and Resolution CC 2023-17, authorizing the following organizational changes:

- 1.) Amend the City's Classification plan to establish job classifications and salary ranges for a Deputy Director of Administrative Services-Finance and a Deputy Director of Administrative Service-Human Resources within the Mid-Management, Supervisory and Professional and Confidential and Technical Employees (Unaffiliated) Compensation Rules;
- 2.) Authorize the City Manager to execute a side letter agreement between the City and the American Federation of State, County and Municipal Employees (AFSCME) Bargaining Unit to amend the salary ranges and job descriptions for Account Clerk I and Account Clerk II, revise the Neighborhood Preservation Officer job description and create a new job classification and salary range for Senior Neighborhood Preservation Officer.

EXECUTIVE SUMMARY:

A review of the existing organizational staffing structure in the Administrative Services and Community Development Departments was recently completed to ensure that the job classifications and salaries support the operational needs/goals of the Department and City. Based on this review, it has been determined that staffing and compensation adjustments are needed to fit organizational goals. The proposed changes will maintain existing staffing headcount levels, establish a succession planning mechanism for the Departments and better align classifications to the existing workload and complexity of responsibilities that are performed by existing team members.

BACKGROUND:

On July 2, 2019, the City Council approved the consolidation of the Finance and the Human Resources Departments into one combined Administrative Services Department and adopted Resolution CC 19-71 to reinstate the classification of Human Resources Manager. As a result, the position of Director of Human Resources was unfunded and replaced with a Human Resources Manager after the retirement of the Director of Human Resources.

On August 20, 2019, Resolution CC 19-84 was adopted, to establish the Director of Administrative Services classification, which oversees and directs the operations and services of the Finance, Human Resources, and Risk Management divisions. The Finance Director was then reclassified to Director of Administrative Services.

On February 2, 2021, City Council adopted Resolution CC 2021-05 to reinstate the Finance Manager classification and the Accounting Supervisor was reclassified to Finance Manager.

On July 6, 2021, City Council approved the current Mid-Management, Supervisory and Professional, and Confidential and Technical Employees (Unaffiliated) Compensation Rules, including Section 3. Covered Classifications. The attached Resolution CC 2023-16 to establish the new Deputy Director of Administrative Services-Finance and Deputy Director of Administrative Services-Human Resources job classifications and salary ranges will amend Section 3 of the Unaffiliated Compensation Rules to include these two (2) new job classifications.

On July 6, 2021, City Council also approved the Memorandum of Understanding (MOU) between AFSCME and the City of Covina, including Article 3.1- Exclusive Representative, which identifies all positions represented by the bargaining unit. Article 8.3- Classification and Compensation Analysis includes an agreement to evaluate/study one or more job families each calendar year during the MOU term. For December 2022, this included a review of the Neighborhood Preservation Officer classification within Community Development Department. The attached Resolution CC 2023-17 to establish the new Senior Neighborhood Preservation Officer job classification and salary range will amend Article 3.1 of the AFSCME MOU, and will also revise the AFSCME salary schedule to add Senior Neighborhood Preservation Officer and revise Account Clerk I and Account Clerk II.

DISCUSSION:

Currently, the Finance Manager and the Human Resources Manager are responsible for the day-to-day operations of their respective divisions within the Administrative Services Department. The quantity and complexity of the work continues to increase as City operations expand, and the responsibilities and accountability of the two Managers have increased along with it. The proposed two (2) new Deputy Director of Administrative Services job classifications will better align the needs of the Department's leadership team to ensure the incumbents are assigned the appropriate level of work while ensuring the goals of the Department and the City are accomplished. Once the new Deputy Director positions are established, the two incumbents (Finance Manager and Human Resources Manager) will be reclassified to their respective Deputy Director positions and their Manager positions will remain part of the Unaffiliated "Covered Classifications" list as vacant and unbudgeted.

The Account Clerk I and II workload and level of responsibility has steadily increased since water billing was moved inhouse in late 2019. The Director of Administrative Services requested a compensation study to ensure the salary ranges are appropriate and competitive. The results of a compensation study confirmed the positions are in fact below market. In order to ensure market competitiveness, these classifications were benchmarked against neighboring cities including Arcadia, Azusa, Chino, El Monte, Glendora, Monrovia, and West Covina. Adjustments to the respective salary ranges are recommended to ensure that these classifications are set at the 60th percentile of comparison cities/classifications. The City has met and conferred in good faith with AFSCME, who has agreed to the proposed adjustments to the salary ranges. The Account Clerk I and II job specifications reflect the current duties the incumbents are performing and revisions are only being made for clarification and uniformity.

The Community Development Department has grown in size and workload. Development within the City has increased significantly, which has impacted the duties of the Planning, Building and Permits, and Code Enforcement divisions. The Department foresees that this development trend will continue as demand for housing and commercial building projects within the City of Covina continues to increase.

Based on the classification and compensation study performed for Neighborhood Preservation Officer and Senior Neighborhood Preservation Officer, the City conferred in good faith with AFSCME and agreed not to change the salary range or substantive duties of the current Neighborhood Preservation Officer job classification, except to add one (1) year of related experience to the minimum qualifications. The study determined the City's salary

range for this classification is within market. It was also determined that a Senior Neighborhood Preservation Officer classification should be established to perform the more complex responsibilities of code enforcement. The compensation at the Senior level would be approximately 13.80% higher than the Neighborhood Preservation Officer and would be at the 60th percentile of the comparable cities.

Therefore, it is recommended that the City adopt the new classifications, job descriptions, and salary ranges for Deputy Director of Administrative Services- Finance and Deputy Director of Administrative Services- Human Resources, and Senior Neighborhood Preservation Officer, approve the revisions to the Neighborhood Preservation Officer job description, approve clean up language for the Account Clerk I and II job descriptions, and adopt the revised salary ranges for Account Clerk I and Account Clerk II.

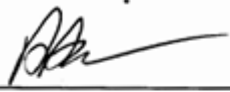
FISCAL IMPACT:

Funding for personnel was included and approved in the Department's Fiscal Year 2023 budget, which was approved by City Council on May 17, 2022 and the proposed changes totaling approximately \$16,500 will be achieved through salary savings during the current Fiscal Year. If approved, the increases for Fiscal Year 2024 will be included in the annual budget, with an estimated annual increase of \$51,350 using water, sewer, environmental, internal services and general funds.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Anita Agramonte
Administrative Services Director

RESOLUTION CC 2023-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE CITY OF COVINA COMPENSATION RULES FOR THE MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICAL EMPLOYEES

WHEREAS, the City of Covina (“City”) is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California; and

WHEREAS, the Administrative Services Department and Human Resources desire to amend the City’s Classification Plan to establish the new job classifications and salary ranges for Deputy Director of Administrative Services- Finance and Deputy Director of Administrative Services- Human Resources, thereby revising Sections 3.B. of the Compensation Rules for the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees and Compensation Rules (Unaffiliated) and Salary Schedule; The job descriptions for these positions are attached to this Resolution as Exhibit A. The new job descriptions and revised Unaffiliated Salary Schedules, effective July 2, 2022 (revised March 21, 2023) and July 1, 2023 are attached to this Resolution as Exhibits A and B.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council approves and authorizes the Human Resources Manager to establish the amendments effective March 21, 2023, as follows:

- A. Establish the classification of Deputy Director of Administrative Services-Finance.
- B. The monthly salary range for Deputy Director of Administrative Services-Finance shall be added within the salary schedule for fulltime Mid-Management employees starting at \$10,012.41 (Step 1) to \$ 13,417.59 (Step 7).
- C. Establish the classification of Deputy Director of Administrative Services-Human Resources.
- D. The monthly salary range for Deputy Director of Administrative Services- Human Resources shall be added within the salary schedule for fulltime Mid-Management employees starting at \$10,012.41 (Step 1) to \$ 13,417.59 (Step 7).

SECTION 2. The Deputy City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 21st day of March, 2023.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2022-16 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

Dated:

FABIAN VELEZ, Deputy City Clerk

CITY OF COVINA

DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES -
FINANCE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, manages, oversees, and directs the day-to-day operations and services of the Finance Division in the Administrative Services Department, including supervision of staff, budgeting, treasury, general accounting, auditing, cash management, debt management, long-term capital and financial planning, payroll processing, utility billing, cashiering services, centralized payroll, business licenses, and financial information systems; provides comprehensive financial analysis; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; assists in the preparation of the City's annual and mid-year budget; conducts studies and prepares reports; serves as a technical resource and provides responsible and complex staff support to the Administrative Services Director, City Manager and other City personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy Director of Administrative Services - Finance** is a single position at the management-level class which oversees all functions and operations of the Finance and Accounting Division and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration and reporting of a diversified budgeting, debt management, long-term capital and financial planning, accounting, investment, billing, and financial information services operation for the City and special districts. This classification is distinguished from the next higher classification of Director of Administrative Services in that the latter has overall responsibility for the administration of the Administrative Services Department.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Administrative Services. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists the Director in managing the services and activities of the Finance Division; responsible for all Finance and Accounting activities and services, including activities associated with citywide budgeting, treasury, general accounting, auditing, payroll, utility billing, business licenses, grant administration, and citywide financial information systems; coordinates the City's investment portfolio as authorized; coordinates activities with other City officials, departments, special districts, outside agencies, organizations, and the public; maintains discretion and confidentiality.
- Utilizing innovation and technology to improve efficiency, develops, implements and maintains Finance's goals, objectives, policies, and priorities; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; pro-

actively identifies and resolves issues; deals constructively with conflict and develops effective resolutions.

- Plans and directs the Division's work plan; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Oversees the selection, training and evaluation programs for all Finance and Accounting personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills corrective action or disciplinary procedures as needed; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Oversees and participates in all financial management and financial information system activities; Assists in the preparation and presentation of the City's Annual Financial Comprehensive Report within established CSMFO and GFOA guidelines; manages and coordinates the City's investment portfolio, administers debt financing and capital improvement programs and secures tax-exempt and other types of financing; manages and oversees annual audit processes, as well as audits by various governmental entities for program specific monitoring; reviews, evaluates and recommends improvements to administrative and financial internal control systems and procedures; directs and participates in the preparation of specific studies, fiscal and budgetary analyses and projections.
- Serves as liaison with federal, state, regional, county, city, and special district agencies; provides responsible and complex staff support to the Director of Administrative Services, City Council, City Manager and Department Heads; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Finance activities; Prepares and presents staff reports, resolutions and ordinances to City Council related to the City's budget or other financial matters.
- Prepares and administers the Finance budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; plans, organizes and develops the City's annual operating and capital improvement budgets.
- Serves as a financial resource for department personnel, City staff, outside organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; prepares correspondence, reports and makes recommendations to the City Manager and Director of Administrative Services; services as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making.
- Attends and participates in professional and community meetings; represents the City in legal matters; stays current on laws, regulations, and best practices relevant to the fields of finance, portfolio management and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service focus within the Division.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; responds to public records requests; provides information as appropriate and resolves public service complaints; oversees records retention for the Division.

- Establishes positive working relationships with representatives of community organizations, neighboring cities, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires dexterity and coordination for fine manipulation for grasping and repetitive hand movement for tasks such as handling files and single pieces of paper, or in preparing and retrieving statistical reports and data using a computer keyboard. Some reaching for items above or below desk level.

Additionally, the position requires both near and far vision in reading correspondence, written reports and work-related documents, and hearing within normal audio range with or without correction when performing work, inspecting work and operating equipment or vehicles. The incumbent in this position will drive a City vehicle. The need to lift, carry and push supplies, equipment, plans, and other documents weighing up to 25 pounds is also required, as well as speech sufficient to communicate in group settings without the aid of a microphone.

Mental

Operations require almost continuous attention. Strong cognitive abilities and remaining alert and aware of surroundings are necessary for problem-solving, working through assignments, and safety. Incumbents are required to use written and oral communication skills, read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with City management, staff, the public and others encountered in the course of work.

Environmental

Work is performed in a standard office setting. Environment is generally indoors and clean, with limited exposure to dust, fumes, odors or noise. Work schedule may include evenings. On occasion, work schedule may include evenings and weekends.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Deputy Director of Administrative Services - Finance**. A typical way of obtaining the required qualifications is to possess the equivalent of 5 years of broad and extensive experience in financial management, including at least 3 years in an administrative or supervisory capacity, and a bachelor's degree in accounting, business administration, finance, public administration, or a related field. Master's degree is highly desirable.

Licenses/Certificates:

- Possess and maintain a valid Class C California driver's license and a satisfactory driving record.

- Certification as a Certified Public Accountant (CPA) is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of finance and financial information systems administration, organization and operation; principles and practices of general, fund, cost and governmental accounting; principles and practices of auditing and financial control; principles and practices of budget and capital improvement administration; principles and practices of long-term financial planning; network based computer applications and design; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including those related to investments and utility billing; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage, assign, and coordinate the work of the Finance Division; develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; balance Finance and Citywide budgets; attend evening meetings as required; prepare clear, concise and complete financial statements, reports and written materials; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs. Interact and communicate effectively with members of the public, city staff, and officials.

BARGAINING GROUP: UNAFFILIATED

MANAGEMENT

ESTABLISHED: 03/21/2023

CITY OF COVINA
DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES -
HUMAN RESOURCES

<i>Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.</i>
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DEFINITION:

Under general direction, plans, manages, oversees, and directs the day-to-day operations, programs, and services of the Human Resources and Risk Management Divisions in the Administrative Services Department, including supervision of staff, recruitment and selection, employee and labor relations, classification, compensation and benefits, policy development and implementation, public liability, damage to City property, and Workers' Compensation; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; oversees and maintains records and personnel files; conducts studies and prepares reports; serves as a technical resource and provides responsible and complex staff support to the Administrative Services Director, City Manager and other City personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Deputy Director of Administrative Services - Human Resources** is a single position at the management-level class which oversees all functions and operations of the Human Resources and Risk Management Divisions. The incumbent is expected to perform the full scope of assigned duties. This classification is distinguished from the next higher classification of Director of Administrative Services in that the latter has overall responsibility for the administration of the Administrative Services Department.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Administrative Services. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all of the City's Human Resources and Risk Management related activities and services, including recruitment and selection, employee and labor relations, classification and compensation, training, public liability, insurance and indemnification, safety, return to work/interactive process, and Workers' Compensation; creates, implements, coordinates, and manages personnel policies and procedures, employee performance evaluation systems, the Injury and Illness prevention program, and unemployment claims; maintains discretion and confidentiality.
- Develops, implements and maintains the Human Resources and Risk Management goals, objectives, policies and priorities; recommends and administers policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; pro-actively identifies and resolves issues; deals constructively with conflict and develops effective resolutions.

- Utilizing innovation and technology to improve efficiency, reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Oversees the selection, onboarding, training and evaluation programs for City personnel; provides or coordinates staff training; identifies and resolves staffing deficiencies; assists supervisors and managers in developing performance management plans; executes disciplinary/corrective action and recommends termination procedures when necessary.
- Conducts investigations into discrimination complaints and other employee relations issues and presents findings and recommendations for corrective action; consults with Department Heads and leadership staff to provide guidance on personnel matters.
- Initiates special studies for collective bargaining and meet and confer purposes; coordinates cost analysis on negotiation proposals; conducts classification and salary studies, and makes recommendations to the Director of Administrative Services and the City Manager; provides technical support to the Chief Negotiator for the City in the negotiation of labor agreements with employee organizations; represents the City in labor and management issues as a lead negotiator and acts as Chief Negotiator as assigned during collective bargaining; drafts contract language; administers labor agreements.
- Prepares and presents staff reports, resolutions and ordinances to City Council related to new or revised policy adoption, staffing, compensation, labor relations, and/or liability matters.
- Administers the citywide employee benefit and retirement program activities through contract administration and outside provider services; Monitors program changes provided through CalPERS and ensures appropriate implementation.
- Prepares and administers the Human Resource and Risk Management budget; monitors and approves expenditures; advises appropriate program personnel on budget matters; adjusts the budget as necessary.
- Provides assistance to the City Manager and all City staff; serves as a technical resource; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment; prepares correspondence, reports and makes recommendations to the City Manager and Director of Administrative Services; services as a member of the City's management team; provides information and recommendations regarding operations; assists with City decision-making.
- Attends and participates in professional and community meetings; represents the City in legal matters; stays current on laws, regulations, and best practices for Public Service employers relevant to the fields of human resources, risk management/safety, Workers' Compensation, Americans with Disabilities Act (ADA), and service delivery responsibilities; implements recommended changes as needed; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service focus within the Division.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; responds to public records requests; provides information as appropriate and resolves public service complaints; oversees records retention for the Division.
- Establishes positive working relationships with representatives of community organizations,

neighboring cities, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires dexterity and coordination for fine manipulation for grasping and repetitive hand movement for tasks such as handling files and single pieces of paper, or in preparing and retrieving statistical reports and data using a computer keyboard. Some reaching for items above or below desk level.

Additionally, the position requires both near and far vision in reading correspondence, written reports and work-related documents, and hearing within normal audio range with or without correction when performing work, inspecting work and operating equipment or vehicles. The incumbent in this position will drive a City vehicle. The need to lift, carry and push supplies, equipment, plans, and other documents weighing up to 25 pounds is also required, as well as speech sufficient to communicate in group settings without the aid of a microphone.

Mental

Operations require almost continuous attention. Strong cognitive abilities and remaining alert and aware of surroundings are necessary for problem-solving, working through assignments, and safety. Incumbents are required to use written and oral communication skills, read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with City management, staff, the public and others encountered in the course of work.

Environmental

Work is performed in a standard office setting. Environment is generally indoors and clean, with limited exposure to dust, fumes, odors or noise. Work schedule may include evenings. On occasion, work schedule may include evenings and weekends.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Deputy Director of Administrative Services - Human Resources**. A typical way of obtaining the required qualifications is to possess the equivalent of 5 years of increasingly responsible experience and demonstrated leadership with broad responsibilities for human resources and risk management functions including recruitment, training, classification and compensation analysis, labor relations and worker's compensation, including 3 years as a supervisor, and a bachelor's degree in human resources, business, public administration or closely related field. Master's degree is highly desirable.

License/Certificate:

Possess and maintain a valid Class C California driver's license and a satisfactory driving record.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of public human resources administration, organization and operation; recruitment and selection techniques and procedures; principles and practices of public risk management, safety, loss control, self-insurance programs, Workers' Compensation, and property liability; benefit and retirement system administration; principles and practice of employer-employee relations; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including labor laws; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, direct, manage, assign, and coordinate the work of the Human Resources and Risk Management Divisions; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; negotiate labor agreements and write labor contract language within the authority granted by the City Council; analyze complex administrative, personnel, benefit, and risk management issues; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications. Interact and communicate effectively with members of the public, city staff, and officials.

BARGAINING GROUP: UNAFFILIATED

MANAGEMENT

ESTABLISHED: 03/21/2023

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 2, 2022

Exhibit D

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6410	ACCOUNTANT	1	\$ 28.33	\$ 4,910.95
		2	\$ 29.75	\$ 5,157.03
		3	\$ 31.24	\$ 5,415.15
		4	\$ 32.80	\$ 5,685.31
		5	\$ 34.44	\$ 5,970.18
		6	\$ 36.17	\$ 6,268.69
		7	\$ 37.97	\$ 6,582.12
6270	ACCOUNTING SUPERVISOR	1	\$ 37.98	\$ 6,583.82
		2	\$ 39.88	\$ 6,913.01
		3	\$ 41.88	\$ 7,258.66
		4	\$ 43.97	\$ 7,621.60
		5	\$ 46.17	\$ 8,002.68
		6	\$ 48.48	\$ 8,402.81
		7	\$ 50.90	\$ 8,822.95
6020 6543	ADMINISTRATIVE TECHNICIAN	1	\$ 22.99	\$ 3,985.47
		2	\$ 24.14	\$ 4,184.74
		3	\$ 25.35	\$ 4,393.37
		4	\$ 26.61	\$ 4,612.71
		5	\$ 27.95	\$ 4,844.08
		6	\$ 29.34	\$ 5,086.28
		7	\$ 30.81	\$ 5,340.60
6460	BUILDING OFFICIAL	1	\$ 42.97	\$ 7,447.59
		2	\$ 45.12	\$ 7,820.38
		3	\$ 47.37	\$ 8,211.05
		4	\$ 49.74	\$ 8,620.99
		5	\$ 52.23	\$ 9,052.93
		6	\$ 54.84	\$ 9,505.58
		7	\$ 57.58	\$ 9,980.86
8025 8525	CHIEF DEPUTY CITY CLERK	1	\$ 47.34	\$ 8,205.65
		2	\$ 49.71	\$ 8,615.94
		3	\$ 52.19	\$ 9,046.73
		4	\$ 54.80	\$ 9,499.07
		5	\$ 57.54	\$ 9,974.02
		6	\$ 60.42	\$ 10,472.73
		7	\$ 63.44	\$ 10,996.36
6470	CITY ENGINEER	1	\$ 56.36	\$ 9,768.20
		2	\$ 59.17	\$ 10,256.61
		3	\$ 62.13	\$ 10,769.45
		4	\$ 65.24	\$ 11,307.92
		5	\$ 68.50	\$ 11,873.31
		6	\$ 71.92	\$ 12,466.98
		7	\$ 75.52	\$ 13,090.33

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6040	DEPUTY CITY CLERK	1	\$ 28.13	\$ 4,875.19
		2	\$ 29.53	\$ 5,118.67
		3	\$ 31.01	\$ 5,374.53
		4	\$ 32.55	\$ 5,642.78
		5	\$ 34.18	\$ 5,924.78
		6	\$ 35.89	\$ 6,221.02
		7	\$ 37.69	\$ 6,532.07
6465	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - FINANCE	1	\$ 57.76	\$ 10,012.41
		2	\$ 60.65	\$ 10,513.03
		3	\$ 63.68	\$ 11,038.68
		4	\$ 66.87	\$ 11,590.62
		5	\$ 70.21	\$ 12,170.15
		6	\$ 73.72	\$ 12,778.65
		7	\$ 77.41	\$ 13,417.59
6464	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - HUMAN RESOURCES	1	\$ 57.76	\$ 10,012.41
		2	\$ 60.65	\$ 10,513.03
		3	\$ 63.68	\$ 11,038.68
		4	\$ 66.87	\$ 11,590.62
		5	\$ 70.21	\$ 12,170.15
		6	\$ 73.72	\$ 12,778.65
		7	\$ 77.41	\$ 13,417.59
6461	DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT & BUILDING OFFICIAL	1	\$ 56.36	\$ 9,768.20
		2	\$ 59.17	\$ 10,256.61
		3	\$ 62.13	\$ 10,769.45
		4	\$ 65.24	\$ 11,307.92
		5	\$ 68.50	\$ 11,873.31
		6	\$ 71.92	\$ 12,466.98
		7	\$ 75.52	\$ 13,090.33
6462	DEPUTY DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER	1	\$ 63.57	\$ 11,017.57
		2	\$ 66.75	\$ 11,568.45
		3	\$ 70.09	\$ 12,146.87
		4	\$ 73.59	\$ 12,754.21
		5	\$ 77.27	\$ 13,391.92
		6	\$ 81.13	\$ 14,061.52
		7	\$ 85.19	\$ 14,764.59
6463	DEPUTY DIRECTOR OF PUBLIC WORKS - OPERATIONS AND TRANSPORTATION	1	\$ 60.39	\$ 10,466.69
		2	\$ 63.41	\$ 10,990.02
		3	\$ 66.58	\$ 11,539.53
		4	\$ 69.91	\$ 12,116.50
		5	\$ 73.40	\$ 12,722.33
		6	\$ 77.07	\$ 13,358.44
		7	\$ 80.93	\$ 14,026.37

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
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SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6135	ENVIRONMENTAL SERVICES ANALYST	1	\$ 34.02	\$ 5,897.32
		2	\$ 35.72	\$ 6,192.18
		3	\$ 37.51	\$ 6,501.79
		4	\$ 39.39	\$ 6,826.88
		5	\$ 41.37	\$ 7,170.35
		6	\$ 43.44	\$ 7,528.87
		7	\$ 45.61	\$ 7,905.31
6132	ENVIRONMENTAL SERVICES AND TRANSPORTATION MANAGER	1	\$ 41.22	\$ 7,144.95
		2	\$ 43.28	\$ 7,501.24
		3	\$ 45.44	\$ 7,876.78
		4	\$ 47.71	\$ 8,270.21
		5	\$ 50.10	\$ 8,684.27
		6	\$ 52.61	\$ 9,118.48
		7	\$ 55.24	\$ 9,574.40
6140	EQUIPMENT MAINTENANCE SUPERVISOR	1	\$ 32.01	\$ 5,548.89
		2	\$ 33.62	\$ 5,827.07
		3	\$ 35.30	\$ 6,118.63
		4	\$ 37.06	\$ 6,423.56
		5	\$ 38.92	\$ 6,745.87
		6	\$ 40.86	\$ 7,083.16
		7	\$ 42.91	\$ 7,437.32
6027	EXECUTIVE ASSISTANT TO THE CITY MANAGER	1	\$ 28.06	\$ 4,864.14
		2	\$ 29.47	\$ 5,107.55
		3	\$ 30.94	\$ 5,362.99
		4	\$ 32.48	\$ 5,630.47
		5	\$ 34.11	\$ 5,912.67
		6	\$ 35.82	\$ 6,208.30
		7	\$ 37.61	\$ 6,518.72
6028	EXECUTIVE ASSISTANT TO THE POLICE CHIEF	1	\$ 28.06	\$ 4,864.14
		2	\$ 29.47	\$ 5,107.55
		3	\$ 30.94	\$ 5,362.99
		4	\$ 32.48	\$ 5,630.47
		5	\$ 34.11	\$ 5,912.67
		6	\$ 35.82	\$ 6,208.30
		7	\$ 37.61	\$ 6,518.72
6070	FINANCE MANAGER	1	\$ 51.98	\$ 9,010.00
		2	\$ 54.58	\$ 9,459.74
		3	\$ 57.30	\$ 9,932.67
		4	\$ 60.17	\$ 10,430.12
		5	\$ 63.18	\$ 10,950.73
		6	\$ 66.34	\$ 11,498.27
		7	\$ 69.65	\$ 12,073.18

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SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6124	GIS ANALYST	1	\$ 34.67	\$ 6,009.75
		2	\$ 36.41	\$ 6,311.68
		3	\$ 38.23	\$ 6,627.08
		4	\$ 40.14	\$ 6,957.85
		5	\$ 42.15	\$ 7,305.94
		6	\$ 44.26	\$ 7,671.23
		7	\$ 46.47	\$ 8,054.80
6315	HUMAN RESOURCES ANALYST	1	\$ 31.21	\$ 5,410.30
		2	\$ 32.78	\$ 5,681.29
		3	\$ 34.41	\$ 5,964.67
		4	\$ 36.13	\$ 6,263.18
		5	\$ 37.94	\$ 6,576.82
		6	\$ 39.84	\$ 6,905.66
		7	\$ 41.83	\$ 7,250.95
6320	HUMAN RESOURCES MANAGER	1	\$ 51.98	\$ 9,010.00
		2	\$ 54.58	\$ 9,459.74
		3	\$ 57.30	\$ 9,932.67
		4	\$ 60.17	\$ 10,430.12
		5	\$ 63.18	\$ 10,950.73
		6	\$ 66.34	\$ 11,498.27
		7	\$ 69.65	\$ 12,073.18
6185	INFORMATION TECHNOLOGY SERVICES MANAGER	1	\$ 56.36	\$ 9,768.20
		2	\$ 59.17	\$ 10,256.61
		3	\$ 62.13	\$ 10,769.45
		4	\$ 65.24	\$ 11,307.92
		5	\$ 68.50	\$ 11,873.31
		6	\$ 71.92	\$ 12,466.98
		7	\$ 75.52	\$ 13,090.33
6148	LIBRARIAN I	1	\$ 30.23	\$ 5,240.00
		2	\$ 31.74	\$ 5,502.00
		3	\$ 33.33	\$ 5,777.10
		4	\$ 35.00	\$ 6,065.96
		5	\$ 36.75	\$ 6,369.25
		6	\$ 38.58	\$ 6,687.72
		7	\$ 40.51	\$ 7,022.10
6149	LIBRARIAN II	1	\$ 32.58	\$ 5,646.85
		2	\$ 34.21	\$ 5,929.19
		3	\$ 35.92	\$ 6,225.65
		4	\$ 37.71	\$ 6,536.94
		5	\$ 39.60	\$ 6,863.78
		6	\$ 41.58	\$ 7,206.97
		7	\$ 43.66	\$ 7,567.32

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SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6147	LIBRARY MANAGER	1	\$ 46.53	\$ 8,065.01
		2	\$ 48.86	\$ 8,468.26
		3	\$ 51.30	\$ 8,891.68
		4	\$ 53.86	\$ 9,336.26
		5	\$ 56.56	\$ 9,803.07
		6	\$ 59.38	\$ 10,293.23
		7	\$ 62.35	\$ 10,807.89
6146	LIBRARY SERVICES SUPERVISOR	1	\$ 36.13	\$ 6,262.94
		2	\$ 37.93	\$ 6,574.67
		3	\$ 39.83	\$ 6,903.71
		4	\$ 41.82	\$ 7,248.50
		5	\$ 43.92	\$ 7,612.19
		6	\$ 46.11	\$ 7,992.80
		7	\$ 48.42	\$ 8,392.44
6141	LITERACY PROGRAM COORDINATOR	1	\$ 31.99	\$ 5,545.11
6142		2	\$ 33.59	\$ 5,821.61
		3	\$ 35.27	\$ 6,113.24
		4	\$ 37.03	\$ 6,418.63
		5	\$ 38.89	\$ 6,740.52
		6	\$ 40.83	\$ 7,077.55
		7	\$ 42.87	\$ 7,431.42
6150	MANAGEMENT ANALYST	1	\$ 31.21	\$ 5,410.30
6550		2	\$ 32.78	\$ 5,681.29
		3	\$ 34.41	\$ 5,964.67
		4	\$ 36.13	\$ 6,263.18
		5	\$ 37.94	\$ 6,576.82
		6	\$ 39.84	\$ 6,905.66
		7	\$ 41.83	\$ 7,250.95
6161	MANAGEMENT ANALYST TRAINEE	1	\$ 25.92	\$ 4,492.34
6160		2	\$ 27.21	\$ 4,717.03
		3	\$ 28.57	\$ 4,952.41
		4	\$ 30.00	\$ 5,199.83
		5	\$ 31.50	\$ 5,459.29
		6	\$ 33.07	\$ 5,732.25
		7	\$ 34.72	\$ 6,018.86
6356	PARKS AND BUILDING SUPERINTENDENT	1	\$ 36.13	\$ 6,262.94
		2	\$ 37.94	\$ 6,576.08
		3	\$ 39.84	\$ 6,904.89
		4	\$ 41.83	\$ 7,250.13
		5	\$ 43.92	\$ 7,612.64
		6	\$ 46.12	\$ 7,993.27
		7	\$ 48.42	\$ 8,392.93

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SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6230	PARKS AND RECREATION MANAGER	1	\$ 46.53	\$ 8,065.01
		2	\$ 48.86	\$ 8,468.26
		3	\$ 51.30	\$ 8,891.68
		4	\$ 53.86	\$ 9,336.26
		5	\$ 56.56	\$ 9,803.07
		6	\$ 59.38	\$ 10,293.23
		7	\$ 62.35	\$ 10,807.89
6105	PARKS AND RECREATION SUPERVISOR	1	\$ 36.13	\$ 6,262.94
		2	\$ 37.93	\$ 6,574.67
		3	\$ 39.83	\$ 6,903.71
		4	\$ 41.82	\$ 7,248.50
		5	\$ 43.92	\$ 7,612.19
		6	\$ 46.11	\$ 7,992.80
		7	\$ 48.42	\$ 8,392.44
6190	PARKS MAINTENANCE SUPERVISOR	1	\$ 36.13	\$ 6,262.94
		2	\$ 37.93	\$ 6,574.67
		3	\$ 39.83	\$ 6,903.71
		4	\$ 41.82	\$ 7,248.50
		5	\$ 43.92	\$ 7,612.19
		6	\$ 46.11	\$ 7,992.80
		7	\$ 48.42	\$ 8,392.44
6055	PAYROLL TECHNICIAN	1	\$ 26.67	\$ 4,622.87
		2	\$ 28.00	\$ 4,854.01
		3	\$ 29.40	\$ 5,096.71
		4	\$ 30.87	\$ 5,351.56
		5	\$ 32.42	\$ 5,619.13
		6	\$ 34.04	\$ 5,900.08
		7	\$ 35.74	\$ 6,195.09
6120	PERMIT TECHNICIAN	1	\$ 24.64	\$ 4,270.32
		2	\$ 25.87	\$ 4,483.83
		3	\$ 27.16	\$ 4,708.02
		4	\$ 28.52	\$ 4,943.42
		5	\$ 29.95	\$ 5,190.60
		6	\$ 31.44	\$ 5,450.13
		7	\$ 33.02	\$ 5,722.63
6481	PLANNING MANAGER	1	\$ 47.93	\$ 8,307.64
		2	\$ 50.33	\$ 8,723.03
		3	\$ 52.84	\$ 9,159.18
		4	\$ 55.48	\$ 9,617.14
		5	\$ 58.26	\$ 10,097.99
		6	\$ 61.17	\$ 10,602.89
		7	\$ 64.23	\$ 11,133.04

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SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6233	PUBLIC WORKS MANAGER	1	\$ 47.93	\$ 8,307.64
		2	\$ 50.33	\$ 8,723.03
		3	\$ 52.84	\$ 9,159.18
		4	\$ 55.48	\$ 9,617.14
		5	\$ 58.26	\$ 10,097.99
		6	\$ 61.17	\$ 10,602.89
		7	\$ 64.23	\$ 11,133.04
6035	RECORDS TECHNICIAN	1	\$ 24.14	\$ 4,184.75
		2	\$ 25.35	\$ 4,393.97
		3	\$ 26.61	\$ 4,613.06
		4	\$ 27.94	\$ 4,843.35
		5	\$ 29.34	\$ 5,086.28
		6	\$ 30.81	\$ 5,340.59
		7	\$ 32.35	\$ 5,607.62
6231	RECREATION & LIBRARY SERVICES MANAGER	1	\$ 46.53	\$ 8,065.01
		2	\$ 48.86	\$ 8,468.26
		3	\$ 51.30	\$ 8,891.68
		4	\$ 53.86	\$ 9,336.26
		5	\$ 56.56	\$ 9,803.07
		6	\$ 59.38	\$ 10,293.23
		7	\$ 62.35	\$ 10,807.89
6310	SAFETY COORDINATOR	1	\$ 37.35	\$ 6,473.65
		2	\$ 39.21	\$ 6,796.92
		3	\$ 41.17	\$ 7,136.70
		4	\$ 43.24	\$ 7,494.36
		5	\$ 45.40	\$ 7,868.53
		6	\$ 47.67	\$ 8,261.95
		7	\$ 50.05	\$ 8,675.05
6280	SENIOR ACCOUNTANT	1	\$ 32.19	\$ 5,579.50
		2	\$ 33.80	\$ 5,858.47
		3	\$ 35.49	\$ 6,151.40
		4	\$ 37.26	\$ 6,458.96
		5	\$ 39.13	\$ 6,781.92
		6	\$ 41.08	\$ 7,121.01
		7	\$ 43.14	\$ 7,477.06
6090	SENIOR ADMINISTRATIVE TECHNICIAN	1	\$ 25.40	\$ 4,402.74
		2	\$ 26.67	\$ 4,623.41
		3	\$ 28.01	\$ 4,854.78
		4	\$ 29.40	\$ 5,096.85
		5	\$ 30.88	\$ 5,352.30
		6	\$ 32.42	\$ 5,619.91
		7	\$ 34.04	\$ 5,900.91

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SALARY SCHEDULE EFFECTIVE JULY 2, 2022

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6255	SENIOR HOUSING/CDBG ECONOMIC DEVELOPMENT MANAGER	1	\$ 47.46	\$ 8,226.38
		2	\$ 49.83	\$ 8,636.96
		3	\$ 52.32	\$ 9,068.94
		4	\$ 54.94	\$ 9,522.32
		5	\$ 57.68	\$ 9,998.44
		6	\$ 60.57	\$ 10,498.36
		7	\$ 63.60	\$ 11,023.28
6325	SENIOR HUMAN RESOURCES ANALYST	1	\$ 37.35	\$ 6,473.65
		2	\$ 39.21	\$ 6,796.92
		3	\$ 41.17	\$ 7,136.70
		4	\$ 43.24	\$ 7,494.36
		5	\$ 45.40	\$ 7,868.53
		6	\$ 47.67	\$ 8,261.95
		7	\$ 50.05	\$ 8,675.05
6300 6301	SENIOR MANAGEMENT ANALYST	1	\$ 37.35	\$ 6,473.65
		2	\$ 39.21	\$ 6,796.92
		3	\$ 41.17	\$ 7,136.70
		4	\$ 43.24	\$ 7,494.36
		5	\$ 45.40	\$ 7,868.53
		6	\$ 47.67	\$ 8,261.95
		7	\$ 50.05	\$ 8,675.05
6305	SENIOR PLANNER	1	\$ 38.03	\$ 6,592.07
		2	\$ 39.94	\$ 6,922.41
		3	\$ 41.94	\$ 7,268.80
		4	\$ 44.03	\$ 7,631.23
		5	\$ 46.23	\$ 8,013.73
		6	\$ 48.54	\$ 8,414.42
		7	\$ 50.97	\$ 8,835.14
6330	STREET MAINTENANCE SUPERVISOR	1	\$ 33.70	\$ 5,841.60
		2	\$ 35.39	\$ 6,133.68
		3	\$ 37.16	\$ 6,440.37
		4	\$ 39.01	\$ 6,762.38
		5	\$ 40.96	\$ 7,100.50
		6	\$ 43.01	\$ 7,455.53
		7	\$ 45.16	\$ 7,828.31
6354	STREETS AND SEWER SUPERINTENDENT	1	\$ 45.68	\$ 7,918.60
		2	\$ 47.97	\$ 8,314.53
		3	\$ 50.37	\$ 8,730.26
		4	\$ 52.89	\$ 9,166.77
		5	\$ 55.53	\$ 9,625.11
		6	\$ 58.31	\$ 10,106.37
		7	\$ 61.22	\$ 10,611.69

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CODE	DESCRIPTION	STEP	HOURLY	MONTHLY
6351	WATER DISTRIBUTION SUPERVISOR	1	\$ 38.97	\$ 6,754.24
		2	\$ 40.92	\$ 7,091.95
		3	\$ 42.96	\$ 7,446.55
		4	\$ 45.11	\$ 7,818.88
		5	\$ 47.36	\$ 8,209.82
		6	\$ 49.73	\$ 8,620.31
		7	\$ 52.22	\$ 9,051.33
6352	WATER SYSTEMS SUPERVISOR	1	\$ 35.20	\$ 6,102.05
		2	\$ 36.96	\$ 6,407.15
		3	\$ 38.81	\$ 6,727.51
		4	\$ 40.75	\$ 7,063.89
		5	\$ 42.79	\$ 7,417.08
		6	\$ 44.93	\$ 7,787.94
		7	\$ 47.18	\$ 8,177.33
6353	WATER UTILITY SUPERINTENDENT	1	\$ 48.10	\$ 8,336.84
		2	\$ 50.50	\$ 8,753.68
		3	\$ 53.03	\$ 9,191.36
		4	\$ 55.68	\$ 9,650.93
		5	\$ 58.46	\$ 10,133.48
		6	\$ 61.39	\$ 10,640.15
		7	\$ 64.45	\$ 11,172.16

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ANNUAL	
\$	58,931.42
\$	61,884.40
\$	64,981.84
\$	68,223.71
\$	71,642.11
\$	75,224.22
\$	78,985.44
\$	79,005.85
\$	82,956.14
\$	87,103.95
\$	91,459.15
\$	96,032.11
\$	100,833.72
\$	105,875.41
\$	47,825.60
\$	50,216.87
\$	52,720.50
\$	55,352.50
\$	58,128.97
\$	61,035.42
\$	64,087.19
\$	89,371.04
\$	93,844.56
\$	98,532.66
\$	103,451.87
\$	108,635.19
\$	114,066.95
\$	119,770.30
\$	98,467.86
\$	103,391.25
\$	108,560.81
\$	113,988.85
\$	119,688.30
\$	125,672.71
\$	131,956.35
\$	117,218.44
\$	123,079.38
\$	129,233.35
\$	135,695.01
\$	142,479.76
\$	149,603.74
\$	157,083.93

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ANNUAL	
\$	58,502.22
\$	61,424.04
\$	64,494.40
\$	67,713.36
\$	71,097.36
\$	74,652.23
\$	78,384.84
\$	120,148.90
\$	126,156.36
\$	132,464.18
\$	139,087.38
\$	146,041.75
\$	153,343.84
\$	161,011.03
\$	120,148.90
\$	126,156.36
\$	132,464.18
\$	139,087.38
\$	146,041.75
\$	153,343.84
\$	161,011.03
\$	117,218.44
\$	123,079.38
\$	129,233.35
\$	135,695.01
\$	142,479.76
\$	149,603.74
\$	157,083.93
\$	132,210.74
\$	138,821.28
\$	145,762.34
\$	153,050.46
\$	160,702.98
\$	168,738.13
\$	177,175.04
\$	125,600.20
\$	131,880.21
\$	138,474.22
\$	145,397.93
\$	152,667.83
\$	160,301.22
\$	168,316.28

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ANNUAL	
\$	70,767.82
\$	74,306.22
\$	78,021.54
\$	81,922.61
\$	86,044.22
\$	90,346.43
\$	94,863.75
\$	85,739.43
\$	90,014.84
\$	94,521.37
\$	99,242.48
\$	104,211.20
\$	109,421.76
\$	114,892.84
\$	66,586.71
\$	69,924.88
\$	73,423.54
\$	77,082.67
\$	80,950.45
\$	84,997.97
\$	89,247.87
\$	58,369.70
\$	61,290.60
\$	64,355.93
\$	67,565.69
\$	70,952.01
\$	74,499.61
\$	78,224.59
\$	58,369.70
\$	61,290.60
\$	64,355.93
\$	67,565.69
\$	70,952.01
\$	74,499.61
\$	78,224.59
\$	108,119.95
\$	113,516.94
\$	119,191.99
\$	125,161.38
\$	131,408.81
\$	137,979.25
\$	144,878.22

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ANNUAL	
\$	72,117.04
\$	75,740.20
\$	79,524.90
\$	83,494.23
\$	87,671.25
\$	92,054.82
\$	96,657.56
\$	64,923.61
\$	68,175.54
\$	71,576.08
\$	75,158.18
\$	78,921.87
\$	82,867.96
\$	87,011.35
\$	108,119.95
\$	113,516.94
\$	119,191.99
\$	125,161.38
\$	131,408.81
\$	137,979.25
\$	144,878.22
\$	117,218.44
\$	123,079.38
\$	129,233.35
\$	135,695.01
\$	142,479.76
\$	149,603.74
\$	157,083.93
\$	62,880.00
\$	66,024.00
\$	69,325.20
\$	72,791.46
\$	76,431.03
\$	80,252.58
\$	84,265.21
\$	67,762.20
\$	71,150.31
\$	74,707.83
\$	78,443.22
\$	82,365.38
\$	86,483.65
\$	90,807.83

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ANNUAL

\$ 96,780.16
 \$ 101,619.16
 \$ 106,700.12
 \$ 112,035.12
 \$ 117,636.89
 \$ 123,518.74
 \$ 129,694.67

\$ 75,155.23
 \$ 78,895.99
 \$ 82,844.56
 \$ 86,982.06
 \$ 91,346.30
 \$ 95,913.61
 \$ 100,709.29

\$ 66,541.32
 \$ 69,859.31
 \$ 73,358.88
 \$ 77,023.52
 \$ 80,886.25
 \$ 84,930.56
 \$ 89,177.09

\$ 64,923.61
 \$ 68,175.54
 \$ 71,576.08
 \$ 75,158.18
 \$ 78,921.87
 \$ 82,867.96
 \$ 87,011.35

\$ 53,908.12
 \$ 56,604.34
 \$ 59,428.93
 \$ 62,397.96
 \$ 65,511.43
 \$ 68,787.00
 \$ 72,226.35

\$ 75,155.23
 \$ 78,913.00
 \$ 82,858.65
 \$ 87,001.58
 \$ 91,351.66
 \$ 95,919.24
 \$ 100,715.20

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 2, 2022

ANNUAL

\$ 96,780.16
 \$ 101,619.16
 \$ 106,700.12
 \$ 112,035.12
 \$ 117,636.89
 \$ 123,518.74
 \$ 129,694.67

\$ 75,155.23
 \$ 78,895.99
 \$ 82,844.56
 \$ 86,982.06
 \$ 91,346.30
 \$ 95,913.61
 \$ 100,709.29

\$ 75,155.23
 \$ 78,895.99
 \$ 82,844.56
 \$ 86,982.06
 \$ 91,346.30
 \$ 95,913.61
 \$ 100,709.29

\$ 55,474.49
 \$ 58,248.17
 \$ 61,160.54
 \$ 64,218.68
 \$ 67,429.51
 \$ 70,800.99
 \$ 74,341.04

\$ 51,243.78
 \$ 53,805.98
 \$ 56,496.28
 \$ 59,321.09
 \$ 62,287.15
 \$ 65,401.51
 \$ 68,671.58

\$ 99,691.74
 \$ 104,676.33
 \$ 109,910.14
 \$ 115,405.66
 \$ 121,175.94
 \$ 127,234.74
 \$ 133,596.47

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 2, 2022

ANNUAL	
\$	99,691.74
\$	104,676.33
\$	109,910.14
\$	115,405.66
\$	121,175.94
\$	127,234.74
\$	133,596.47
\$	50,216.96
\$	52,727.63
\$	55,356.66
\$	58,120.17
\$	61,035.37
\$	64,087.14
\$	67,291.49
\$	96,780.16
\$	101,619.16
\$	106,700.12
\$	112,035.12
\$	117,636.89
\$	123,518.74
\$	129,694.67
\$	77,683.82
\$	81,563.05
\$	85,640.38
\$	89,932.30
\$	94,422.33
\$	99,143.44
\$	104,100.61
\$	66,954.00
\$	70,301.65
\$	73,816.81
\$	77,507.58
\$	81,383.01
\$	85,452.15
\$	89,724.76
\$	52,832.85
\$	55,480.92
\$	58,257.36
\$	61,162.20
\$	64,227.54
\$	67,438.92
\$	70,810.87

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 2, 2022

ANNUAL	
\$	98,716.54
\$	103,643.52
\$	108,827.33
\$	114,267.88
\$	119,981.28
\$	125,980.34
\$	132,279.35
\$	77,683.82
\$	81,563.05
\$	85,640.38
\$	89,932.30
\$	94,422.33
\$	99,143.44
\$	104,100.61
\$	77,683.82
\$	81,563.05
\$	85,640.38
\$	89,932.30
\$	94,422.33
\$	99,143.44
\$	104,100.61
\$	79,104.83
\$	83,068.90
\$	87,225.55
\$	91,574.81
\$	96,164.76
\$	100,972.99
\$	106,021.64
\$	70,099.24
\$	73,604.19
\$	77,284.41
\$	81,148.62
\$	85,206.05
\$	89,466.36
\$	93,939.68
\$	95,023.24
\$	99,774.40
\$	104,763.12
\$	110,001.28
\$	115,501.34
\$	121,276.41
\$	127,340.23

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 2, 2022

ANNUAL	
\$	81,050.87
\$	85,103.41
\$	89,358.57
\$	93,826.51
\$	98,517.83
\$	103,443.73
\$	108,615.91
\$	73,224.61
\$	76,885.84
\$	80,730.13
\$	84,766.65
\$	89,004.98
\$	93,455.24
\$	98,127.99
\$	100,042.05
\$	105,044.16
\$	110,296.37
\$	115,811.19
\$	121,601.75
\$	127,681.83
\$	134,065.92

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 1, 2023

Exhibit E

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6410	ACCOUNTANT	1	\$ 29.04	\$ 5,033.73	\$ 60,404.70
		2	\$ 30.50	\$ 5,285.96	\$ 63,431.51
		3	\$ 32.02	\$ 5,550.53	\$ 66,606.39
		4	\$ 33.62	\$ 5,827.44	\$ 69,929.30
		5	\$ 35.30	\$ 6,119.43	\$ 73,433.17
		6	\$ 37.07	\$ 6,425.40	\$ 77,104.83
		7	\$ 38.92	\$ 6,746.67	\$ 80,960.07
6270	ACCOUNTING SUPERVISOR	1	\$ 38.93	\$ 6,748.42	\$ 80,981.00
		2	\$ 40.88	\$ 7,085.84	\$ 85,030.04
		3	\$ 42.92	\$ 7,440.13	\$ 89,281.55
		4	\$ 45.07	\$ 7,812.14	\$ 93,745.63
		5	\$ 47.32	\$ 8,202.74	\$ 98,432.92
		6	\$ 49.69	\$ 8,612.88	\$ 103,354.57
		7	\$ 52.17	\$ 9,043.52	\$ 108,522.29
6020 6543	ADMINISTRATIVE TECHNICIAN	1	\$ 23.57	\$ 4,085.10	\$ 49,021.24
		2	\$ 24.75	\$ 4,289.36	\$ 51,472.29
		3	\$ 25.98	\$ 4,503.21	\$ 54,038.51
		4	\$ 27.28	\$ 4,728.03	\$ 56,736.31
		5	\$ 28.65	\$ 4,965.18	\$ 59,582.20
		6	\$ 30.08	\$ 5,213.44	\$ 62,561.30
		7	\$ 31.58	\$ 5,474.11	\$ 65,689.37
6460	BUILDING OFFICIAL	1	\$ 44.04	\$ 7,633.78	\$ 91,605.32
		2	\$ 46.25	\$ 8,015.89	\$ 96,190.67
		3	\$ 48.56	\$ 8,416.33	\$ 100,995.97
		4	\$ 50.98	\$ 8,836.51	\$ 106,038.17
		5	\$ 53.53	\$ 9,279.26	\$ 111,351.07
		6	\$ 56.21	\$ 9,743.22	\$ 116,918.62
		7	\$ 59.02	\$ 10,230.38	\$ 122,764.55
8025 8525	CHIEF DEPUTY CITY CLERK	1	\$ 48.52	\$ 8,410.80	\$ 100,929.55
		2	\$ 50.95	\$ 8,831.34	\$ 105,976.03
		3	\$ 53.50	\$ 9,272.90	\$ 111,274.83
		4	\$ 56.17	\$ 9,736.55	\$ 116,838.57
		5	\$ 58.98	\$ 10,223.38	\$ 122,680.50
		6	\$ 61.93	\$ 10,734.54	\$ 128,814.53
		7	\$ 65.03	\$ 11,271.27	\$ 135,255.26
6470	CITY ENGINEER	1	\$ 57.76	\$ 10,012.41	\$ 120,148.90
		2	\$ 60.65	\$ 10,513.03	\$ 126,156.36
		3	\$ 63.68	\$ 11,038.68	\$ 132,464.18
		4	\$ 66.87	\$ 11,590.62	\$ 139,087.38
		5	\$ 70.21	\$ 12,170.15	\$ 146,041.75
		6	\$ 73.72	\$ 12,778.65	\$ 153,343.84
		7	\$ 77.41	\$ 13,417.59	\$ 161,011.03

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6040	DEPUTY CITY CLERK	1	\$ 28.83	\$ 4,997.07	\$ 59,964.78
		2	\$ 30.27	\$ 5,246.64	\$ 62,959.64
		3	\$ 31.78	\$ 5,508.90	\$ 66,106.76
		4	\$ 33.37	\$ 5,783.85	\$ 69,406.19
		5	\$ 35.04	\$ 6,072.90	\$ 72,874.79
		6	\$ 36.79	\$ 6,376.54	\$ 76,518.53
		7	\$ 38.63	\$ 6,695.37	\$ 80,344.46
6465	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - FINANCE	1	\$ 59.21	\$ 10,262.72	\$ 123,152.62
		2	\$ 62.17	\$ 10,775.85	\$ 129,310.25
		3	\$ 65.28	\$ 11,314.65	\$ 135,775.77
		4	\$ 68.54	\$ 11,880.38	\$ 142,564.55
		5	\$ 71.97	\$ 12,474.40	\$ 149,692.78
		6	\$ 75.57	\$ 13,098.12	\$ 157,177.42
		7	\$ 79.34	\$ 13,753.02	\$ 165,036.29
6464	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - HUMAN RESOURCES	1	\$ 59.21	\$ 10,262.72	\$ 123,152.62
		2	\$ 62.17	\$ 10,775.85	\$ 129,310.25
		3	\$ 65.28	\$ 11,314.65	\$ 135,775.77
		4	\$ 68.54	\$ 11,880.38	\$ 142,564.55
		5	\$ 71.97	\$ 12,474.40	\$ 149,692.78
		6	\$ 75.57	\$ 13,098.12	\$ 157,177.42
		7	\$ 79.34	\$ 13,753.02	\$ 165,036.29
6461	DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT & BUILDING OFFICIAL	1	\$ 57.76	\$ 10,012.41	\$ 120,148.90
		2	\$ 60.65	\$ 10,513.03	\$ 126,156.36
		3	\$ 63.68	\$ 11,038.68	\$ 132,464.18
		4	\$ 66.87	\$ 11,590.62	\$ 139,087.38
		5	\$ 70.21	\$ 12,170.15	\$ 146,041.75
		6	\$ 73.72	\$ 12,778.65	\$ 153,343.84
		7	\$ 77.41	\$ 13,417.59	\$ 161,011.03
6462	DEPUTY DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER	1	\$ 65.16	\$ 11,293.01	\$ 135,516.01
		2	\$ 68.41	\$ 11,857.66	\$ 142,291.81
		3	\$ 71.83	\$ 12,450.54	\$ 149,406.40
		4	\$ 75.43	\$ 13,073.07	\$ 156,876.72
		5	\$ 79.20	\$ 13,726.72	\$ 164,720.55
		6	\$ 83.16	\$ 14,413.05	\$ 172,956.58
		7	\$ 87.32	\$ 15,133.71	\$ 181,604.41
6463	DEPUTY DIRECTOR OF PUBLIC WORKS - OPERATIONS AND TRANSPORTATION	1	\$ 61.90	\$ 10,728.35	\$ 128,740.21
		2	\$ 64.99	\$ 11,264.77	\$ 135,177.22
		3	\$ 68.24	\$ 11,828.01	\$ 141,936.08
		4	\$ 71.66	\$ 12,419.41	\$ 149,032.88
		5	\$ 75.24	\$ 13,040.38	\$ 156,484.53
		6	\$ 79.00	\$ 13,692.40	\$ 164,308.75
		7	\$ 82.95	\$ 14,377.02	\$ 172,524.19

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
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SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6135	ENVIRONMENTAL SERVICES ANALYST	1	\$ 34.87	\$ 6,044.75	\$ 72,537.02
		2	\$ 36.62	\$ 6,346.99	\$ 76,163.87
		3	\$ 38.45	\$ 6,664.34	\$ 79,972.07
		4	\$ 40.37	\$ 6,997.56	\$ 83,970.67
		5	\$ 42.40	\$ 7,349.61	\$ 88,195.33
		6	\$ 44.52	\$ 7,717.09	\$ 92,605.09
		7	\$ 46.75	\$ 8,102.95	\$ 97,235.35
6132	ENVIRONMENTAL SERVICES AND TRANSPORTATION MANAGER	1	\$ 42.25	\$ 7,323.58	\$ 87,882.91
		2	\$ 44.36	\$ 7,688.77	\$ 92,265.21
		3	\$ 46.58	\$ 8,073.70	\$ 96,884.40
		4	\$ 48.91	\$ 8,476.96	\$ 101,723.54
		5	\$ 51.35	\$ 8,901.37	\$ 106,816.48
		6	\$ 53.92	\$ 9,346.44	\$ 112,157.30
		7	\$ 56.62	\$ 9,813.76	\$ 117,765.17
6140	EQUIPMENT MAINTENANCE SUPERVISOR	1	\$ 32.81	\$ 5,687.62	\$ 68,251.38
		2	\$ 34.46	\$ 5,972.75	\$ 71,673.00
		3	\$ 36.18	\$ 6,271.59	\$ 75,259.13
		4	\$ 37.99	\$ 6,584.14	\$ 79,009.73
		5	\$ 39.89	\$ 6,914.52	\$ 82,974.21
		6	\$ 41.89	\$ 7,260.24	\$ 87,122.92
		7	\$ 43.98	\$ 7,623.26	\$ 91,479.07
6027	EXECUTIVE ASSISTANT TO THE CITY MANAGER	1	\$ 28.76	\$ 4,985.75	\$ 59,828.94
		2	\$ 30.20	\$ 5,235.24	\$ 62,822.86
		3	\$ 31.71	\$ 5,497.07	\$ 65,964.83
		4	\$ 33.30	\$ 5,771.24	\$ 69,254.83
		5	\$ 34.96	\$ 6,060.48	\$ 72,725.81
		6	\$ 36.71	\$ 6,363.51	\$ 76,362.10
		7	\$ 38.55	\$ 6,681.68	\$ 80,180.20
6028	EXECUTIVE ASSISTANT TO THE POLICE CHIEF	1	\$ 28.76	\$ 4,985.75	\$ 59,828.94
		2	\$ 30.20	\$ 5,235.24	\$ 62,822.86
		3	\$ 31.71	\$ 5,497.07	\$ 65,964.83
		4	\$ 33.30	\$ 5,771.24	\$ 69,254.83
		5	\$ 34.96	\$ 6,060.48	\$ 72,725.81
		6	\$ 36.71	\$ 6,363.51	\$ 76,362.10
		7	\$ 38.55	\$ 6,681.68	\$ 80,180.20
6070	FINANCE MANAGER	1	\$ 53.28	\$ 9,235.25	\$ 110,822.95
		2	\$ 55.94	\$ 9,696.24	\$ 116,354.86
		3	\$ 58.74	\$ 10,180.98	\$ 122,171.79
		4	\$ 61.68	\$ 10,690.87	\$ 128,290.42
		5	\$ 64.76	\$ 11,224.50	\$ 134,694.03
		6	\$ 67.99	\$ 11,785.73	\$ 141,428.73
		7	\$ 71.39	\$ 12,375.01	\$ 148,500.17

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
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SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6124	GIS ANALYST	1	\$ 35.54	\$ 6,160.00	\$ 73,919.97
		2	\$ 37.32	\$ 6,469.48	\$ 77,633.71
		3	\$ 39.19	\$ 6,792.75	\$ 81,513.02
		4	\$ 41.14	\$ 7,131.80	\$ 85,581.58
		5	\$ 43.20	\$ 7,488.59	\$ 89,863.03
		6	\$ 45.36	\$ 7,863.02	\$ 94,356.19
		7	\$ 47.63	\$ 8,256.17	\$ 99,074.00
6315	HUMAN RESOURCES ANALYST	1	\$ 31.99	\$ 5,545.56	\$ 66,546.70
		2	\$ 33.60	\$ 5,823.33	\$ 69,879.93
		3	\$ 35.27	\$ 6,113.79	\$ 73,365.48
		4	\$ 37.04	\$ 6,419.76	\$ 77,037.14
		5	\$ 38.89	\$ 6,741.24	\$ 80,894.91
		6	\$ 40.84	\$ 7,078.30	\$ 84,939.66
		7	\$ 42.88	\$ 7,432.22	\$ 89,186.64
6320	HUMAN RESOURCES MANAGER	1	\$ 53.28	\$ 9,235.25	\$ 110,822.95
		2	\$ 55.94	\$ 9,696.24	\$ 116,354.86
		3	\$ 58.74	\$ 10,180.98	\$ 122,171.79
		4	\$ 61.68	\$ 10,690.87	\$ 128,290.42
		5	\$ 64.76	\$ 11,224.50	\$ 134,694.03
		6	\$ 67.99	\$ 11,785.73	\$ 141,428.73
		7	\$ 71.39	\$ 12,375.01	\$ 148,500.17
6185	INFORMATION TECHNOLOGY SERVICES MANAGER	1	\$ 57.76	\$ 10,012.41	\$ 120,148.90
		2	\$ 60.65	\$ 10,513.03	\$ 126,156.36
		3	\$ 63.68	\$ 11,038.68	\$ 132,464.18
		4	\$ 66.87	\$ 11,590.62	\$ 139,087.38
		5	\$ 70.21	\$ 12,170.15	\$ 146,041.75
		6	\$ 73.72	\$ 12,778.65	\$ 153,343.84
		7	\$ 77.41	\$ 13,417.59	\$ 161,011.03
6148	LIBRARIAN I	1	\$ 30.99	\$ 5,371.00	\$ 64,452.00
		2	\$ 32.54	\$ 5,639.55	\$ 67,674.60
		3	\$ 34.16	\$ 5,921.53	\$ 71,058.33
		4	\$ 35.87	\$ 6,217.60	\$ 74,611.25
		5	\$ 37.66	\$ 6,528.48	\$ 78,341.81
		6	\$ 39.55	\$ 6,854.91	\$ 82,258.90
		7	\$ 41.52	\$ 7,197.65	\$ 86,371.84
6149	LIBRARIAN II	1	\$ 33.39	\$ 5,788.02	\$ 69,456.26
		2	\$ 35.06	\$ 6,077.42	\$ 72,929.07
		3	\$ 36.82	\$ 6,381.29	\$ 76,575.52
		4	\$ 38.66	\$ 6,700.36	\$ 80,404.30
		5	\$ 40.59	\$ 7,035.38	\$ 84,424.51
		6	\$ 42.62	\$ 7,387.14	\$ 88,645.74
		7	\$ 44.75	\$ 7,756.50	\$ 93,078.02

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
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SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6147	LIBRARY MANAGER	1	\$ 47.69	\$ 8,266.64	\$ 99,199.66
		2	\$ 50.08	\$ 8,679.97	\$ 104,159.64
		3	\$ 52.58	\$ 9,113.97	\$ 109,367.63
		4	\$ 55.21	\$ 9,569.67	\$ 114,836.00
		5	\$ 57.97	\$ 10,048.15	\$ 120,577.81
		6	\$ 60.87	\$ 10,550.56	\$ 126,606.71
		7	\$ 63.91	\$ 11,078.09	\$ 132,937.04
6146	LIBRARY SERVICES SUPERVISOR	1	\$ 37.04	\$ 6,419.51	\$ 77,034.12
		2	\$ 38.88	\$ 6,739.03	\$ 80,868.39
		3	\$ 40.82	\$ 7,076.31	\$ 84,915.68
		4	\$ 42.86	\$ 7,429.72	\$ 89,156.61
		5	\$ 45.01	\$ 7,802.50	\$ 93,629.95
		6	\$ 47.27	\$ 8,192.62	\$ 98,311.45
		7	\$ 49.63	\$ 8,602.25	\$ 103,227.03
6141	LITERACY PROGRAM COORDINATOR	1	\$ 32.79	\$ 5,683.74	\$ 68,204.85
6142		2	\$ 34.43	\$ 5,967.15	\$ 71,605.79
		3	\$ 36.15	\$ 6,266.07	\$ 75,192.85
		4	\$ 37.96	\$ 6,579.09	\$ 78,949.11
		5	\$ 39.86	\$ 6,909.03	\$ 82,908.40
		6	\$ 41.85	\$ 7,254.49	\$ 87,053.82
		7	\$ 43.95	\$ 7,617.21	\$ 91,406.51
6150	MANAGEMENT ANALYST	1	\$ 31.99	\$ 5,545.56	\$ 66,546.70
6550		2	\$ 33.60	\$ 5,823.33	\$ 69,879.93
		3	\$ 35.27	\$ 6,113.79	\$ 73,365.48
		4	\$ 37.04	\$ 6,419.76	\$ 77,037.14
		5	\$ 38.89	\$ 6,741.24	\$ 80,894.91
		6	\$ 40.84	\$ 7,078.30	\$ 84,939.66
		7	\$ 42.88	\$ 7,432.22	\$ 89,186.64
6160	MANAGEMENT ANALYST TRAINEE	1	\$ 26.57	\$ 4,604.65	\$ 55,255.83
		2	\$ 27.89	\$ 4,834.95	\$ 58,019.45
		3	\$ 29.29	\$ 5,076.22	\$ 60,914.65
		4	\$ 30.75	\$ 5,329.83	\$ 63,957.91
		5	\$ 32.28	\$ 5,595.77	\$ 67,149.21
		6	\$ 33.90	\$ 5,875.56	\$ 70,506.68
		7	\$ 35.59	\$ 6,169.33	\$ 74,032.01
6356	PARKS AND BUILDING SUPERINTENDENT	1	\$ 37.04	\$ 6,419.51	\$ 77,034.12
		2	\$ 38.89	\$ 6,740.49	\$ 80,885.82
		3	\$ 40.83	\$ 7,077.51	\$ 84,930.11
		4	\$ 42.87	\$ 7,431.38	\$ 89,176.62
		5	\$ 45.02	\$ 7,802.95	\$ 93,635.45
		6	\$ 47.27	\$ 8,193.10	\$ 98,317.22
		7	\$ 49.63	\$ 8,602.76	\$ 103,233.08

CITY OF COVINA
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SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6230	PARKS AND RECREATION MANAGER	1	\$ 47.69	\$ 8,266.64	\$ 99,199.66
		2	\$ 50.08	\$ 8,679.97	\$ 104,159.64
		3	\$ 52.58	\$ 9,113.97	\$ 109,367.63
		4	\$ 55.21	\$ 9,569.67	\$ 114,836.00
		5	\$ 57.97	\$ 10,048.15	\$ 120,577.81
		6	\$ 60.87	\$ 10,550.56	\$ 126,606.71
		7	\$ 63.91	\$ 11,078.09	\$ 132,937.04
6105	PARKS AND RECREATION SUPERVISOR	1	\$ 37.04	\$ 6,419.51	\$ 77,034.12
		2	\$ 38.88	\$ 6,739.03	\$ 80,868.39
		3	\$ 40.82	\$ 7,076.31	\$ 84,915.68
		4	\$ 42.86	\$ 7,429.72	\$ 89,156.61
		5	\$ 45.01	\$ 7,802.50	\$ 93,629.95
		6	\$ 47.27	\$ 8,192.62	\$ 98,311.45
		7	\$ 49.63	\$ 8,602.25	\$ 103,227.03
6190	PARKS MAINTENANCE SUPERVISOR	1	\$ 37.04	\$ 6,419.51	\$ 77,034.12
		2	\$ 38.88	\$ 6,739.03	\$ 80,868.39
		3	\$ 40.82	\$ 7,076.31	\$ 84,915.68
		4	\$ 42.86	\$ 7,429.72	\$ 89,156.61
		5	\$ 45.01	\$ 7,802.50	\$ 93,629.95
		6	\$ 47.27	\$ 8,192.62	\$ 98,311.45
		7	\$ 49.63	\$ 8,602.25	\$ 103,227.03
6055	PAYROLL TECHNICIAN	1	\$ 27.34	\$ 4,738.45	\$ 56,861.35
		2	\$ 28.70	\$ 4,975.36	\$ 59,704.38
		3	\$ 30.14	\$ 5,224.13	\$ 62,689.55
		4	\$ 31.65	\$ 5,485.35	\$ 65,824.14
		5	\$ 33.23	\$ 5,759.60	\$ 69,115.25
		6	\$ 34.89	\$ 6,047.58	\$ 72,571.01
		7	\$ 36.63	\$ 6,349.96	\$ 76,199.56
6120	PERMIT TECHNICIAN	1	\$ 25.25	\$ 4,377.07	\$ 52,524.88
		2	\$ 26.51	\$ 4,595.93	\$ 55,151.13
		3	\$ 27.84	\$ 4,825.72	\$ 57,908.69
		4	\$ 29.23	\$ 5,067.01	\$ 60,804.12
		5	\$ 30.69	\$ 5,320.36	\$ 63,844.33
		6	\$ 32.23	\$ 5,586.38	\$ 67,036.54
		7	\$ 33.84	\$ 5,865.70	\$ 70,388.37
6481	PLANNING MANAGER	1	\$ 49.13	\$ 8,515.34	\$ 102,184.03
		2	\$ 51.58	\$ 8,941.10	\$ 107,293.24
		3	\$ 54.16	\$ 9,388.16	\$ 112,657.90
		4	\$ 56.87	\$ 9,857.57	\$ 118,290.80
		5	\$ 59.71	\$ 10,350.44	\$ 124,205.34
		6	\$ 62.70	\$ 10,867.97	\$ 130,415.61
		7	\$ 65.83	\$ 11,411.37	\$ 136,936.39

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6233	PUBLIC WORKS MANAGER	1	\$ 49.13	\$ 8,515.34	\$ 102,184.03
		2	\$ 51.58	\$ 8,941.10	\$ 107,293.24
		3	\$ 54.16	\$ 9,388.16	\$ 112,657.90
		4	\$ 56.87	\$ 9,857.57	\$ 118,290.80
		5	\$ 59.71	\$ 10,350.44	\$ 124,205.34
		6	\$ 62.70	\$ 10,867.97	\$ 130,415.61
		7	\$ 65.83	\$ 11,411.37	\$ 136,936.39
6035	RECORDS TECHNICIAN	1	\$ 24.75	\$ 4,289.37	\$ 51,472.39
		2	\$ 25.98	\$ 4,503.82	\$ 54,045.82
		3	\$ 27.28	\$ 4,728.38	\$ 56,740.58
		4	\$ 28.64	\$ 4,964.43	\$ 59,573.18
		5	\$ 30.08	\$ 5,213.44	\$ 62,561.25
		6	\$ 31.58	\$ 5,474.11	\$ 65,689.31
		7	\$ 33.16	\$ 5,747.81	\$ 68,973.78
6231	RECREATION & LIBRARY SERVICES MANAGER	1	\$ 47.69	\$ 8,266.64	\$ 99,199.66
		2	\$ 50.08	\$ 8,679.97	\$ 104,159.64
		3	\$ 52.58	\$ 9,113.97	\$ 109,367.63
		4	\$ 55.21	\$ 9,569.67	\$ 114,836.00
		5	\$ 57.97	\$ 10,048.15	\$ 120,577.81
		6	\$ 60.87	\$ 10,550.56	\$ 126,606.71
		7	\$ 63.91	\$ 11,078.09	\$ 132,937.04
6310	SAFETY COORDINATOR	1	\$ 38.28	\$ 6,635.49	\$ 79,625.91
		2	\$ 40.19	\$ 6,966.84	\$ 83,602.13
		3	\$ 42.20	\$ 7,315.12	\$ 87,781.39
		4	\$ 44.32	\$ 7,681.72	\$ 92,180.61
		5	\$ 46.53	\$ 8,065.24	\$ 96,782.88
		6	\$ 48.86	\$ 8,468.50	\$ 101,622.03
		7	\$ 51.30	\$ 8,891.93	\$ 106,703.13
6280	SENIOR ACCOUNTANT	1	\$ 32.99	\$ 5,718.99	\$ 68,627.85
		2	\$ 34.64	\$ 6,004.93	\$ 72,059.19
		3	\$ 36.38	\$ 6,305.19	\$ 75,662.23
		4	\$ 38.19	\$ 6,620.44	\$ 79,445.27
		5	\$ 40.10	\$ 6,951.47	\$ 83,417.58
		6	\$ 42.11	\$ 7,299.04	\$ 87,588.46
		7	\$ 44.22	\$ 7,663.99	\$ 91,967.88
6090	SENIOR ADMINISTRATIVE TECHNICIAN	1	\$ 26.04	\$ 4,512.81	\$ 54,153.67
		2	\$ 27.34	\$ 4,739.00	\$ 56,867.94
		3	\$ 28.71	\$ 4,976.15	\$ 59,713.80
		4	\$ 30.14	\$ 5,224.27	\$ 62,691.25
		5	\$ 31.65	\$ 5,486.10	\$ 65,833.23
		6	\$ 33.23	\$ 5,760.41	\$ 69,124.90
		7	\$ 34.89	\$ 6,048.43	\$ 72,581.14

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6255	SENIOR HOUSING/CDBG ECONOMIC DEVELOPMENT MANAGER	1	\$ 48.65	\$ 8,432.04	\$ 101,184.45
		2	\$ 51.07	\$ 8,852.88	\$ 106,234.61
		3	\$ 53.63	\$ 9,295.67	\$ 111,548.01
		4	\$ 56.31	\$ 9,760.38	\$ 117,124.58
		5	\$ 59.13	\$ 10,248.40	\$ 122,980.81
		6	\$ 62.08	\$ 10,760.82	\$ 129,129.84
		7	\$ 65.19	\$ 11,298.86	\$ 135,586.34
6325	SENIOR HUMAN RESOURCES ANALYST	1	\$ 38.28	\$ 6,635.49	\$ 79,625.91
		2	\$ 40.19	\$ 6,966.84	\$ 83,602.13
		3	\$ 42.20	\$ 7,315.12	\$ 87,781.39
		4	\$ 44.32	\$ 7,681.72	\$ 92,180.61
		5	\$ 46.53	\$ 8,065.24	\$ 96,782.88
		6	\$ 48.86	\$ 8,468.50	\$ 101,622.03
		7	\$ 51.30	\$ 8,891.93	\$ 106,703.13
6300 6301	SENIOR MANAGEMENT ANALYST	1	\$ 38.28	\$ 6,635.49	\$ 79,625.91
		2	\$ 40.19	\$ 6,966.84	\$ 83,602.13
		3	\$ 42.20	\$ 7,315.12	\$ 87,781.39
		4	\$ 44.32	\$ 7,681.72	\$ 92,180.61
		5	\$ 46.53	\$ 8,065.24	\$ 96,782.88
		6	\$ 48.86	\$ 8,468.50	\$ 101,622.03
		7	\$ 51.30	\$ 8,891.93	\$ 106,703.13
6305	SENIOR PLANNER	1	\$ 38.98	\$ 6,756.87	\$ 81,082.45
		2	\$ 40.94	\$ 7,095.47	\$ 85,145.62
		3	\$ 42.98	\$ 7,450.52	\$ 89,406.19
		4	\$ 45.13	\$ 7,822.02	\$ 93,864.18
		5	\$ 47.39	\$ 8,214.07	\$ 98,568.87
		6	\$ 49.76	\$ 8,624.78	\$ 103,497.31
		7	\$ 52.25	\$ 9,056.01	\$ 108,672.18
6330	STREET MAINTENANCE SUPERVISOR	1	\$ 34.54	\$ 5,987.64	\$ 71,851.72
		2	\$ 36.27	\$ 6,287.02	\$ 75,444.30
		3	\$ 38.08	\$ 6,601.38	\$ 79,216.52
		4	\$ 39.99	\$ 6,931.44	\$ 83,177.33
		5	\$ 41.99	\$ 7,278.02	\$ 87,336.21
		6	\$ 44.09	\$ 7,641.92	\$ 91,703.02
		7	\$ 46.29	\$ 8,024.01	\$ 96,288.17
6354	STREETS AND SEWER SUPERINTENDENT	1	\$ 46.83	\$ 8,116.57	\$ 97,398.82
		2	\$ 49.17	\$ 8,522.40	\$ 102,268.76
		3	\$ 51.63	\$ 8,948.52	\$ 107,382.20
		4	\$ 54.21	\$ 9,395.94	\$ 112,751.31
		5	\$ 56.92	\$ 9,865.74	\$ 118,388.88
		6	\$ 59.76	\$ 10,359.03	\$ 124,308.32
		7	\$ 62.75	\$ 10,876.98	\$ 130,523.74

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND
CONFIDENTIAL AND TECHNICAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JULY 1, 2023

CODE	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6351	WATER DISTRIBUTION SUPERVISOR	1	\$ 39.94	\$ 6,923.10	\$ 83,077.14
		2	\$ 41.94	\$ 7,269.25	\$ 87,230.99
		3	\$ 44.03	\$ 7,632.71	\$ 91,592.54
		4	\$ 46.24	\$ 8,014.35	\$ 96,172.17
		5	\$ 48.55	\$ 8,415.06	\$ 100,980.78
		6	\$ 50.98	\$ 8,835.82	\$ 106,029.82
		7	\$ 53.52	\$ 9,277.61	\$ 111,331.31
6352	WATER SYSTEMS SUPERVISOR	1	\$ 36.08	\$ 6,254.60	\$ 75,055.23
		2	\$ 37.89	\$ 6,567.33	\$ 78,807.99
		3	\$ 39.78	\$ 6,895.70	\$ 82,748.39
		4	\$ 41.77	\$ 7,240.48	\$ 86,885.82
		5	\$ 43.86	\$ 7,602.51	\$ 91,230.11
		6	\$ 46.05	\$ 7,982.63	\$ 95,791.62
		7	\$ 48.36	\$ 8,381.77	\$ 100,581.19
6353	WATER UTILITY SUPERINTENDENT	1	\$ 49.30	\$ 8,545.26	\$ 102,543.11
		2	\$ 51.76	\$ 8,972.52	\$ 107,670.26
		3	\$ 54.35	\$ 9,421.15	\$ 113,053.78
		4	\$ 57.07	\$ 9,892.21	\$ 118,706.46
		5	\$ 59.92	\$ 10,386.82	\$ 124,641.79
		6	\$ 62.92	\$ 10,906.16	\$ 130,873.87
		7	\$ 66.07	\$ 11,451.46	\$ 137,417.57

RESOLUTION CC 2023-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE CITY'S CLASSIFICATION PLAN AND SALARY RANGE, AND AUTHORIZE A SIDE LETTER BETWEEN THE CITY OF COVINA AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, LOCAL 3325 AFFILIATED WITH AFSCME DISTRICT COUNCIL 36

WHEREAS, the City of Covina ("City") is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California; and

WHEREAS, the Administrative Services Department, Community Development Department, and Human Resources desire to amend the City's Classification Plan to establish the classification of Senior Preservation Officer; revise the job descriptions for Neighborhood Preservation Officer and Account Clerk I and II; and enter into a Side Letter Agreement between the City of Covina and the American Federation of State, County and Municipal Employees, Local 3325 Affiliated with AFSCME District Council 36 (AFSCME") revising Article 3.1.C. of the Memorandum of Understanding (MOU) between the City of Covina and AFSCME.

The Side Letter Agreement, respective job descriptions, and the AFSCME Salary Schedules, effective March 25, 2023 and July 1, 2023, are attached hereto as Exhibits A, B, C, D, and E.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council approves and authorizes the Human Resources Manager to establish the amendments as follows:

- A. Effective March 25, 2023, the classification of Senior Neighborhood Preservation Officer shall be established and the salary range for this classification shall be added to the current salary schedule for full time employees as part of the Technical Series Classifications.
- B. Revise the minimum qualifications for the job specification for Neighborhood Preservation Officer to establish one (1) year of related experience and provide other minor revisions.
- C. Effective March 25, 2023, the classifications and salary ranges for Account Clerk I and Account Clerk II shall be amended and the salary ranges for these classifications shall be revised on the current salary schedules for full time employees.
- D. The respective job descriptions are attached hereto as Exhibits B, C, and D. The amended AFSCME Salary Schedules with the new salary ranges for each job classification are attached hereto as Exhibit E. The Department is authorized to amend the 2022-23 Fiscal Year budget for these positions.

SECTION 2. The City Council approves and authorizes the City Manager to execute a Side Letter Agreement between the City of Covina and AFSCME revising Article 3.1.C. of the

Memorandum of Understanding and AFSCME Salary Schedules between the City of Covina and AFSCME, adopted by the City Council on July 6, 2021 attached hereto as Exhibit A.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 21st day of March, 2023.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. CC 2023-17 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ
Deputy City Clerk

SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF COVINA
AND
THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, LOCAL 3325 AFFILIATED WITH AFSCME DISTRICT COUNCIL 36

This Side Letter of Agreement (“Agreement”) between the City of Covina (“City”) and the American Federation of State, County and Municipal Employees, Local 3325 Affiliated with AFSCME District Council 36 (“AFSCME”) (collectively “Parties”) is entered into with respect to the following:

WHEREAS, on July 6, 2021, the City Council approved the Memorandum of Understanding (MOU) between the City of Covina and AFSCME; and

WHEREAS, the AFSCME MOU, Article 8.3 Classification and Compensation Analysis (Analysis) establishes that the City will complete a class and compensation survey of one (1) job family, including salary surveys of total compensation by December 31, 2021 and annually every December 31 during the term of this Agreement; and

WHEREAS, AFSCME requested the classification and compensation study of the Neighborhood Preservation Officer classification to be moved from the 2023 Analysis to the 2022 Analysis and agreed to postpone the scheduled analysis for Police Clerks and Planning; and

WHEREAS, the City completed a classification and compensation study of the Neighborhood Preservation Officer classification and the Account Clerk I and Account Clerk II job classifications; and

WHEREAS, the City provided a recommendation to AFSCME based on the Analysis to revise the Neighborhood Preservation Officer job classification description to establish one (1) year of related experience as a minimum qualification and provide other formatting changes and cleanup language, leaving the salary range unchanged, and establish a new Senior Neighborhood Preservation Officer job classification and salary range for the purpose of assigning more experienced incumbents to perform the more complex duties; and

WHEREAS, the City provided a recommendation to AFSCME based on the classification and compensation study of the Account Clerk I and Account Clerk II job classifications to revise the respective job descriptions with cleanup language and formatting and revise the salary ranges for each; and

THEREFORE, the City and AFSCME agree to revise the language set forth in the parties’ Agreement:

- 1) ARTICLE 3.1.C. of parties’ MOU shall be revised as follows:

C. TECHNICAL SERIES CLASSIFICATIONS

Assistant Planner
Associate Planner
Library Assistant
Neighborhood Preservation Officer
Planning Technician
Recreation Coordinator
Senior Neighborhood Preservation Officer

- 2) The AFSCME Salary Schedules shall be updated to include the new salary range for the Senior Neighborhood Preservation Officer and the revised salary ranges for the Account Clerk I and Account Clerk II job classifications per the attached Salary Schedule.

All other terms and conditions contained in the 2021-2024 MOU executed between the City and AFSCME not specifically amended by this Side Letter Agreement shall remain unchanged and in full force and effect unless otherwise modified by express written agreement between the parties.

This side letter shall become effective March 25, 2023 and only upon City Council approval.

FOR THE CITY OF COVINA

Christopher Marcarello, City Manager

Date

**FOR THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, LOCAL 3325 AFFILIATED WITH AFSCME DISTRICT
COUNCIL 36**

Luis Schmidt
Business Representative
AFSCME District Council 36

Date

Markece Peco
President

Date

CITY OF COVINA

SENIOR NEIGHBORHOOD PRESERVATION OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs routine as well as complex and sensitive field inspections and investigations to enforce municipal, state and federal regulations and ordinances governing land use issues, hazards and public nuisances; inspects residential and commercial properties and transient businesses; documents findings and deficiencies; issues citations for code violations; initiates legal action to gain compliance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Neighborhood Preservation Officer** is the advanced-level class in which incumbents perform the full scope of the Neighborhood Preservation Officer duties in addition to independently performing the more challenging and complex tasks. Incumbents have a thorough knowledge of inspection and investigation protocols, train other team members, and coordinate with City Departments and regional agencies, utilizing knowledge of City programs, policies and procedures. Work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Deputy Director of Community Development & Building Official in that the latter has overall supervisory responsibility for all functions within the Building and Permit Division.

SUPERVISION RECEIVED/EXERCISED:

The incumbents exercise lead supervisory duties and participate in the coordination of supervision of work assignments. Receives general direction from the Deputy Director of Community Development & Building Official. May assign work to the Neighborhood Preservation Officer, administrative support, and technical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- In addition to performing the full range of Neighborhood Preservation Officer duties, performs complex and sensitive field inspections and investigations of potential code violations; enforces City codes encompassing safety and health hazards, nuisance abatement, land use, and other compliance regulations within scope of authority.
- Trains the Neighborhood Preservation Officer; assigns work to staff responsible for City code compliance activities including zoning, public nuisances, property maintenance, building and safety, public health, safety, welfare, solid waste animal regulation ordinances, and planned development and special use issues; responds to citizen inquiries and complaints concerning potential code violations.
- Prepares case files, documents, evidence, reports and background data to substantiate violations;

assists in preparing legal documentation, liens and case reports for court and administrative hearings, and testifies on behalf of the City as needed.

- Responds to questions and concerns from the public, departmental staff and other agencies concerning potential code violations; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical

Position requires sitting, standing, walking on level, uneven, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when performing inspections, reading reports and work-related documents, and operating office equipment and city vehicles. Acute hearing is required when providing phone and personal service. The need to lift, drag, carry and push tools, equipment and supplies weighing up to 25 pounds is also required.

Mental

Operations require almost continuous attention. Incumbents are required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with constant interruptions; stay alert while driving in the community; and interact with City management, staff, the public and others encountered in the course of work.

Environmental

Work is generally performed in a standard office setting and outdoors; may be exposed to extreme weather conditions, including wet, hot, and cold; dangerous machinery, hazardous chemicals and lubricants which may expose incumbent to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards and potential physical harm. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. Incumbent may also be required to climb ladders, work at heights over 10 feet, work near hazardous traffic conditions, and drive in heavy vehicle traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Neighborhood Preservation Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. 3 years of code enforcement experience, preferably with the City of Covina; OR an equivalent combination of education, training and experience in municipal government code enforcement, building, business licensing, construction, public safety, or a related field.

Required Licenses/Certificates (at time of appointment):

- Possess and maintain a valid class C California driver's license and satisfactory driving record.
- California Association of Code Enforcement Officers certification.
- California Penal Code, Section 832 (PC-832) Laws of Arrest certification.
- If performing housing inspections, possession of a Housing Inspector certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in the enforcement of a variety of codes, permits and regulations, including housing and building codes, business license codes, fire codes and health laws; methods and techniques used in enforcement and investigation; law enforcement procedures and administrative techniques; rules of evidence and court procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect and analyze a variety of buildings and properties and identify code violations; appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; keep up with constantly changing laws and apply more complex principles, practices, techniques and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; perform mathematical calculations quickly and accurately; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; safely operate a vehicle; testify as a City representative in court and with outside agencies; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications. Interact and communicate effectively with members of the public, city staff, and officials.

BARGAINING UNIT: AFSCME

Established: March 21, 2023

CITY OF COVINA

NEIGHBORHOOD PRESERVATION OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, inspects residential and commercial properties and transient businesses to determine compliance with applicable federal, state and local codes, laws and regulations relating to land use issues, hazards and public nuisances, and business licensing; documents findings and deficiencies; issues citations for code violations; initiates legal action to gain compliance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Neighborhood Preservation Officer** is the journey level-class in which incumbents are expected to independently perform the full scope of assigned inspection duties. Incumbents are responsible for performing the full range of inspection and code enforcement responsibilities involving codes and regulations in a broad range of areas, including zoning, building, housing, weed abatement, health, and safety. The work requires independence and discretion in working with the public and in conducting field inspections, and involves a proactive implementation of applicable codes and regulations. This class is distinguished from the next higher classification of Senior Neighborhood Preservation Officer in that the latter has the responsibility for conducting more complex and challenging inspections and other functions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Deputy Director of Community Development & Building Official. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs the full array of residential and commercial property and transient business inspections; determines existence and type of code violation; compiles, analyzes and evaluates findings of investigations and inspections; coordinates with property owners or their representatives and other regulatory agencies to take corrective action; performs follow-up inspections and investigation as required; ensures compliance with all applicable municipal codes and regulations; issues citations for non-compliance; issues stop work orders and refer them to the proper department if necessary.
- Interprets, applies and explains applicable municipal codes, zoning ordinances, building codes, vehicle codes, state housing, health and safety codes, and other related laws, codes and regulations; advises property owners on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits, including re-inspection on applicable permits and notices until compliance is attained.

- Patrols City for code violations; monitors construction sites and other high-risk areas to assure the safety and general welfare of the community; receives and investigates complaints of code violations; Maintains clear, concise and comprehensive records and reports related to enforcement activities; maintains daily log of contacts or inspections for code enforcement cases; enters and retrieves information from records systems.
- Enforces regulations pertaining to temporary signs, inoperable or abandoned vehicles, swimming pools, re-roofing, residential upgrades, rehabilitation of substandard housing, and illegal construction and conversions.
- Photographs violations; gathers evidence and prepares cases for court proceedings; produces photographs and records of violations for evidence; files criminal complaints in court when necessary with supervisor's approval; represents the City in court regarding non-compliance if required.
- Assists at the front counter; answers questions at the counter and by phone regarding code enforcement, planning, building, or public information as necessary; receives complaints; issues building, electrical, plumbing and yard sale permits.
- Processes both incoming and outgoing mail; prepares a variety of case files, documents, evidence, reports and correspondence, including notices of violations and follow-up letters; attends various meetings and training seminars; responds to emergency situations, including fires and sewage spills as required.
- Prepares case files, documents, evidence, reports and background data to substantiate violations; assists in preparing legal documentation, liens and case reports for court and administrative hearings, and testifies as needed.
- Responds to questions and concerns from the public, departmental staff and other agencies concerning potential code violations; provides information as appropriate and resolves service issues and complaints; cooperates with other agencies.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical

Position requires sitting, standing, walking on level, uneven, and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when performing inspections, reading reports and work-related documents, and operating office equipment and city vehicles. Acute hearing is required when providing phone and personal service. The need to lift, drag, carry and push tools, equipment and supplies weighing up to 25 pounds is also required.

Mental

Operations require almost continuous attention. Incumbents are required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines with

constant interruptions; stay alert while driving in the community; and interact with City management, staff, the public and others encountered in the course of work.

Environmental

Work is generally performed in a standard office setting and outdoors; may be exposed to extreme weather conditions, including wet, hot, and cold; dangerous machinery, hazardous chemicals and lubricants which may expose incumbent to fumes, dust and air contaminants, and be exposed to mechanical and biological hazards and potential physical harm. The nature of the work also requires the incumbent to drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions. Incumbent may also be required to climb ladders, work at heights over 10 feet, work near hazardous traffic conditions, and drive in heavy vehicle traffic conditions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Neighborhood Preservation Officer**. A typical way of obtaining the required qualifications is to possess the equivalent of a high school diploma. One (1) year experience in municipal government code enforcement, building, business licensing, construction, public safety, or a related field.

License/Certificate:

- Possess and maintain a valid class C California driver's license and satisfactory driving record.
- Possession of P.C. 832 Certificate within one year of appointment.
- If performing housing inspections, possession of a Housing Inspector Certificate.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and methods used in the enforcement of a variety of codes, permits and regulations, including housing and building codes, business license codes, fire codes and health laws; methods and techniques used in enforcement and investigation; law enforcement procedures and administrative techniques; rules of evidence and court procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Inspect and analyze a variety of buildings and properties and identify code violations;

appropriately apply codes and regulations to varying situations; effectively deal with angry and non-cooperative people; keep up with constantly changing laws and learn more complex principles, practices, techniques and regulations pertaining to assigned duties; facilitate appropriate corrective action from property owners regarding violations; perform mathematical calculations quickly and accurately; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; safely operate a vehicle; testify as a City representative in court and with outside agencies; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications. Interact and communicate effectively with members of the public, city staff, and officials.

BARGAINING UNIT: AFSCME

Updated: March 21, 2023

CITY OF COVINA
ACCOUNT CLERK I/II

<i>Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.</i>

DEFINITION:

Under general supervision, learns to perform and performs a variety of clerical and technical accounting duties, which depending on the Department assigned, may include accounts payable, accounts receivable, business license processing/issuing, billing, cashiering, monitoring transportation services, utility accounts, and general accounting duties; provides customer services in person and by telephone; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Account Clerk I

The **Account Clerk I** is the entry level classification in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Account Clerk II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Account Clerk II

The **Account Clerk II** is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned duties, including accounts payable, accounts receivable, business license processing/issuing, administrative parking dismissals, permit tracking and issuing, billing, and related support duties with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Finance Technician in that the latter is responsible for the more advanced para-professional duties within the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Account Clerk I

Receives immediate supervision from administrative and/or management staff of assigned department. Incumbents in this class do not routinely exercise supervision.

Account Clerk II

Receives general supervision from administrative and/or management staff of assigned department. Incumbents may exercise technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to perform and performs a variety of clerical and technical accounting duties, which depending on the area of assignment may include accounts payable, accounts receivable, business

license processing/issuing, monitoring transportation services, utility accounts, and general accounting duties; provides customer services in person and by telephone; performs cashiering duties.

- Handles accounts payable; sorts and distributes invoices from vendors; contacts vendors regarding invoices and payments; processes invoices; receives departmental approval; enters all pertinent information into the City's computer system; generates, prints, signs and mails checks for payment; files and maintains copies of checks with invoice backups; creates various accounts payable reports.
- Receives payments, issues receipts, balances cash and prepares daily bank deposits; gathers payments and documents from the outside drop box, mail and over the counter; performs data entry and posts receipts to various City accounts and funds; operates cash register.
- Answers and routes calls as appropriate; receives the public at the front counter; answers questions and processes requests; sorts and processes mail; maintains a variety of records and files; orders supplies for assigned department.
- Prepares accounts receivable; receives and posts payments for utility billing, business licenses, transportation services, and other various fees; may perform payroll functions as needed.
- Maintains and reconciles a variety of ledgers, account records, and reports; assists with annual budget preparation by estimating costs and performing data entry; collects and enters time cards for assigned area.
- Processes business license requests; assists customers with questions regarding business licenses; routes all business license requests to appropriate departments for approval; maintains posting of payments; mails renewals and past due notices; prints and mails all business licenses upon approval; maintains business license files; notifies Code Enforcement of non-renewals.
- Monitors overnight Metrolink parking; updates, tracks and processes a variety of transportation related services such as Metrolink parking permits; oversees requests for parking citation dismissals.
- Prepares the Annual Smog Reporting Transmittal and maintains related records; annually prepares equipment rental rates; maintains and prepares monthly gas reports and billing for various users.
- Performs customer service as it relates to the City's Utility services, including billing issues, new accounts, cancellations of accounts, work orders and researching balances owed; performs utility billing duties as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Mental

Operations require almost continuous attention. Incumbents are required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform detailed work on multiple, concurrent tasks; work under deadlines with constant interruptions; and interact with City management, staff, the public and others encountered in the course of work.

Environmental

Work is performed in a standard office setting. Environment is generally indoors and clean, with limited exposure to dust, fumes, odors or noise.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Account Clerk I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Account Clerk I

One (1) year of clerical experience, including public contact and some financial record keeping and report preparation, and a high school diploma or equivalent.

Account Clerk II

In addition to the above, two (2) years of general clerical experience, including financial or statistical record keeping or cashiering equivalent to that of an Account Clerk I in the City of Covina.

License/Certificate:

Possess and maintain a valid Class C California driver's license and satisfactory driving record.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting; standard office and administrative procedures and practices; bank deposits and cash handling procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques

for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain and reconcile various financial, accounting and statistical records; learn and excel in computer applications and software for utility billing, business license, accounts payable/receivable, payroll and reporting; keep accurate records; write reports and perform tracking specific to assigned department; perform cashiering duties accurately; respond to questions from the public and City personnel regarding policies and procedures for assigned area; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.

BARGAINING UNIT: AFSCME

CREATED: 04/29/2004

REVISED: 03/21/23

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 2, 2022

Exhibit D

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
2101 ACCOUNT CLERK I	1	\$ 21.00	\$ 3,640.00	\$ 43,680.00
2510	2	\$ 22.05	\$ 3,822.00	\$ 45,864.00
	3	\$ 23.15	\$ 4,013.10	\$ 48,157.20
	4	\$ 24.31	\$ 4,213.76	\$ 50,565.06
	5	\$ 25.53	\$ 4,424.44	\$ 53,093.31
	6	\$ 26.80	\$ 4,645.66	\$ 55,747.98
2102 ACCOUNT CLERK II	1	\$ 23.60	\$ 4,090.67	\$ 49,088.00
2520	2	\$ 24.78	\$ 4,295.20	\$ 51,542.40
	3	\$ 26.02	\$ 4,509.96	\$ 54,119.52
	4	\$ 27.32	\$ 4,735.46	\$ 56,825.50
	5	\$ 28.69	\$ 4,972.23	\$ 59,666.77
	6	\$ 30.12	\$ 5,220.84	\$ 62,650.11
2304 ASSISTANT PLANNER	1	\$ 31.45	\$ 5,451.26	\$ 65,415.16
	2	\$ 33.02	\$ 5,724.09	\$ 68,689.11
	3	\$ 34.67	\$ 6,010.30	\$ 72,123.58
	4	\$ 36.41	\$ 6,311.21	\$ 75,734.56
	5	\$ 38.23	\$ 6,626.84	\$ 79,522.10
	6	\$ 40.14	\$ 6,958.18	\$ 83,498.20
2305 ASSOCIATE PLANNER	1	\$ 34.74	\$ 6,022.33	\$ 72,268.01
2505	2	\$ 36.48	\$ 6,323.25	\$ 75,879.00
	3	\$ 38.31	\$ 6,640.22	\$ 79,682.58
	4	\$ 40.22	\$ 6,971.89	\$ 83,662.71
	5	\$ 42.24	\$ 7,320.95	\$ 87,851.45
	6	\$ 44.35	\$ 7,687.00	\$ 92,244.02
2010 BUILDING MAINTENANCE WORKER	1	\$ 24.71	\$ 4,283.42	\$ 51,401.01
2560 (Y-RATED)	2	\$ 25.94	\$ 4,496.84	\$ 53,962.11
	3	\$ 27.24	\$ 4,722.21	\$ 56,666.48
	4	\$ 28.60	\$ 4,958.02	\$ 59,496.23
	5	\$ 30.03	\$ 5,205.77	\$ 62,469.24
	6	\$ 31.53	\$ 5,466.06	\$ 65,592.70
2011 BUILDING MAINTENANCE WORKER I	1	\$ 22.57	\$ 3,911.93	\$ 46,943.20
2562	2	\$ 23.70	\$ 4,107.53	\$ 49,290.36
	3	\$ 24.88	\$ 4,312.91	\$ 51,754.87
	4	\$ 26.13	\$ 4,528.55	\$ 54,342.62
	5	\$ 27.43	\$ 4,754.98	\$ 57,059.75
	6	\$ 28.80	\$ 4,992.73	\$ 59,912.74
2012 BUILDING MAINTENANCE WORKER II	1	\$ 24.83	\$ 4,303.13	\$ 51,637.52
	2	\$ 26.07	\$ 4,518.28	\$ 54,219.39
	3	\$ 27.37	\$ 4,744.20	\$ 56,930.36
	4	\$ 28.74	\$ 4,981.41	\$ 59,776.88
	5	\$ 30.18	\$ 5,230.48	\$ 62,765.72
	6	\$ 31.68	\$ 5,492.00	\$ 65,904.01
2013 BUILDING MAINTENANCE WORKER III	1	\$ 27.31	\$ 4,733.44	\$ 56,801.27

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 2, 2022

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
	2	\$ 28.67	\$ 4,970.11	\$ 59,641.33
	3	\$ 30.11	\$ 5,218.62	\$ 62,623.40
	4	\$ 31.61	\$ 5,479.55	\$ 65,754.57
	5	\$ 33.19	\$ 5,753.52	\$ 69,042.30
	6	\$ 34.85	\$ 6,041.20	\$ 72,494.41
2020 EQUIPMENT FOREMAN	1	\$ 31.66	\$ 5,487.77	\$ 65,853.19
	2	\$ 33.24	\$ 5,762.30	\$ 69,147.54
	3	\$ 34.91	\$ 6,050.98	\$ 72,611.71
	4	\$ 36.66	\$ 6,353.81	\$ 76,245.69
	5	\$ 38.49	\$ 6,670.79	\$ 80,049.47
	6	\$ 40.41	\$ 7,004.33	\$ 84,051.94
2030 EQUIPMENT MECHANIC	1	\$ 25.52	\$ 4,424.14	\$ 53,089.62
2500	2	\$ 26.80	\$ 4,644.81	\$ 55,737.69
	3	\$ 28.14	\$ 4,877.52	\$ 58,530.20
	4	\$ 29.54	\$ 5,120.92	\$ 61,451.09
	5	\$ 31.03	\$ 5,377.71	\$ 64,532.46
	6	\$ 32.58	\$ 5,646.59	\$ 67,759.09
2070 GENERAL MAINTENANCE WORKER	1	\$ 20.04	\$ 3,473.24	\$ 41,678.90
2561	2	\$ 21.03	\$ 3,645.77	\$ 43,749.20
	3	\$ 22.09	\$ 3,828.99	\$ 45,947.87
	4	\$ 23.19	\$ 4,020.24	\$ 48,242.87
	5	\$ 24.35	\$ 4,220.85	\$ 50,650.20
	6	\$ 25.57	\$ 4,431.89	\$ 53,182.71
2314 LIBRARY ASSISTANT	1	\$ 21.96	\$ 3,806.25	\$ 45,675.05
2571	2	\$ 23.05	\$ 3,996.16	\$ 47,953.98
	3	\$ 24.21	\$ 4,196.78	\$ 50,361.32
	4	\$ 25.42	\$ 4,405.41	\$ 52,864.94
	5	\$ 26.69	\$ 4,626.08	\$ 55,513.01
	6	\$ 28.02	\$ 4,857.39	\$ 58,288.66
2181 MAINTENANCE WORKER I	1	\$ 22.17	\$ 3,842.10	\$ 46,105.16
	2	\$ 23.28	\$ 4,034.68	\$ 48,416.18
	3	\$ 24.44	\$ 4,235.52	\$ 50,826.28
	4	\$ 25.66	\$ 4,447.37	\$ 53,368.40
	5	\$ 26.94	\$ 4,670.22	\$ 56,042.62
	6	\$ 28.29	\$ 4,903.73	\$ 58,844.75
2182 MAINTENANCE WORKER II	1	\$ 24.38	\$ 4,226.31	\$ 50,715.68
	2	\$ 25.60	\$ 4,438.15	\$ 53,257.80
	3	\$ 26.88	\$ 4,659.08	\$ 55,908.91
	4	\$ 28.22	\$ 4,892.10	\$ 58,705.25
	5	\$ 29.64	\$ 5,137.24	\$ 61,646.88
	6	\$ 31.12	\$ 5,394.10	\$ 64,729.23
2183 MAINTENANCE WORKER III	1	\$ 28.04	\$ 4,860.25	\$ 58,323.03

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 2, 2022

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
	2	\$ 29.45	\$ 5,103.87	\$ 61,246.48
	3	\$ 30.91	\$ 5,357.94	\$ 64,295.25
	4	\$ 32.46	\$ 5,625.92	\$ 67,511.04
	5	\$ 34.08	\$ 5,907.83	\$ 70,893.91
	6	\$ 35.79	\$ 6,203.22	\$ 74,438.61
2307 NEIGHBORHOOD PRESERVATION OFFICER	1	\$ 27.64	\$ 4,790.58	\$ 57,487.02
2572	2	\$ 29.02	\$ 5,029.98	\$ 60,359.76
	3	\$ 30.47	\$ 5,281.41	\$ 63,376.93
	4	\$ 31.99	\$ 5,544.88	\$ 66,538.58
	5	\$ 33.59	\$ 5,823.06	\$ 69,876.72
	6	\$ 35.27	\$ 6,114.21	\$ 73,370.56
2103 OFFICE ASSISTANT I	1	\$ 16.81	\$ 2,912.87	\$ 34,954.41
2574	2	\$ 17.65	\$ 3,058.65	\$ 36,703.75
	3	\$ 18.53	\$ 3,211.11	\$ 38,533.31
	4	\$ 19.45	\$ 3,371.60	\$ 40,459.18
	5	\$ 20.42	\$ 3,540.11	\$ 42,481.33
	6	\$ 21.44	\$ 3,717.12	\$ 44,605.40
2104 OFFICE ASSISTANT II	1	\$ 20.07	\$ 3,478.93	\$ 41,747.21
2575	2	\$ 21.07	\$ 3,652.26	\$ 43,827.14
	3	\$ 22.13	\$ 3,835.22	\$ 46,022.62
	4	\$ 23.24	\$ 4,027.81	\$ 48,333.67
	5	\$ 24.40	\$ 4,228.65	\$ 50,743.75
	6	\$ 25.62	\$ 4,440.08	\$ 53,280.94
2080 PARK FOREMAN	1	\$ 34.86	\$ 6,043.09	\$ 72,517.05
	2	\$ 36.61	\$ 6,345.47	\$ 76,145.64
	3	\$ 38.43	\$ 6,661.60	\$ 79,939.19
	4	\$ 40.36	\$ 6,996.05	\$ 83,952.65
	5	\$ 42.38	\$ 7,345.78	\$ 88,149.35
	6	\$ 44.50	\$ 7,713.07	\$ 92,556.81
2090 PARK WORKER	1	\$ 22.19	\$ 3,846.56	\$ 46,158.67
2531	2	\$ 23.30	\$ 4,038.28	\$ 48,459.31
	3	\$ 24.47	\$ 4,240.80	\$ 50,889.56
	4	\$ 25.69	\$ 4,452.77	\$ 53,433.23
	5	\$ 26.97	\$ 4,674.19	\$ 56,090.30
	6	\$ 28.31	\$ 4,907.90	\$ 58,894.82
2110 PARK WORKER - IRRIGATION SPECIALIST	1	\$ 24.45	\$ 4,238.30	\$ 50,859.60
	2	\$ 25.67	\$ 4,449.87	\$ 53,398.40
	3	\$ 26.96	\$ 4,672.64	\$ 56,071.66
	4	\$ 28.30	\$ 4,905.22	\$ 58,862.63
	5	\$ 29.71	\$ 5,150.41	\$ 61,804.92
	6	\$ 31.20	\$ 5,407.93	\$ 64,895.17
2317 PLANNING TECHNICIAN	1	\$ 25.78	\$ 4,468.27	\$ 53,619.23
	2	\$ 27.07	\$ 4,691.62	\$ 56,299.39

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 2, 2022

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
	3	\$ 28.42	\$ 4,925.66	\$ 59,107.95
	4	\$ 29.84	\$ 5,171.75	\$ 62,060.94
	5	\$ 31.33	\$ 5,431.20	\$ 65,174.41
	6	\$ 32.90	\$ 5,702.76	\$ 68,433.13
2106 POLICE RECORDS CLERK	1	\$ 20.10	\$ 3,483.94	\$ 41,807.28
2566	2	\$ 21.10	\$ 3,657.80	\$ 43,893.63
	3	\$ 22.16	\$ 3,841.03	\$ 46,092.33
	4	\$ 23.27	\$ 4,033.61	\$ 48,403.36
	5	\$ 24.43	\$ 4,234.22	\$ 50,810.68
	6	\$ 25.65	\$ 4,445.93	\$ 53,351.22
2320 RECREATION COORDINATOR	1	\$ 23.09	\$ 4,001.82	\$ 48,021.84
2521	2	\$ 24.25	\$ 4,202.99	\$ 50,435.91
	3	\$ 25.46	\$ 4,412.27	\$ 52,947.18
	4	\$ 26.73	\$ 4,633.69	\$ 55,604.25
	5	\$ 28.06	\$ 4,864.56	\$ 58,374.73
	6	\$ 29.47	\$ 5,107.79	\$ 61,293.47
2130 SENIOR EQUIPMENT MECHANIC	1	\$ 29.54	\$ 5,119.59	\$ 61,435.03
	2	\$ 31.02	\$ 5,375.99	\$ 64,511.84
	3	\$ 32.57	\$ 5,645.00	\$ 67,739.95
	4	\$ 34.19	\$ 5,926.61	\$ 71,119.36
	5	\$ 35.91	\$ 6,223.65	\$ 74,683.75
	6	\$ 37.70	\$ 6,534.83	\$ 78,417.93
2131 SENIOR NEIGHBORHOOD PRESERVATION OFFICER	1	\$ 31.45	\$ 5,451.33	\$ 65,416.00
	2	\$ 33.02	\$ 5,723.90	\$ 68,686.80
	3	\$ 34.67	\$ 6,010.10	\$ 72,121.14
	4	\$ 36.41	\$ 6,310.60	\$ 75,727.20
	5	\$ 38.23	\$ 6,626.13	\$ 79,513.56
	6	\$ 40.14	\$ 6,957.44	\$ 83,489.23
2184 SEWER MAINTENANCE WORKER III	1	\$ 30.39	\$ 5,267.57	\$ 63,210.79
	2	\$ 31.91	\$ 5,530.94	\$ 66,371.33
	3	\$ 33.50	\$ 5,807.49	\$ 69,689.89
	4	\$ 35.18	\$ 6,097.87	\$ 73,174.39
	5	\$ 36.94	\$ 6,402.76	\$ 76,833.11
	6	\$ 38.79	\$ 6,722.90	\$ 80,674.76
2175 STREET MAINTENANCE FOREMAN	1	\$ 32.94	\$ 5,710.44	\$ 68,525.28
	2	\$ 34.59	\$ 5,996.18	\$ 71,954.14
	3	\$ 36.32	\$ 6,294.90	\$ 75,538.85
	4	\$ 38.14	\$ 6,610.95	\$ 79,331.40
	5	\$ 40.05	\$ 6,941.42	\$ 83,297.09
	6	\$ 42.05	\$ 7,288.50	\$ 87,461.94
2211 WATER DISTRIBUTION OPERATOR I	1	\$ 23.03	\$ 3,991.71	\$ 47,900.49
	2	\$ 24.18	\$ 4,190.66	\$ 50,287.95
	3	\$ 25.39	\$ 4,400.83	\$ 52,809.92

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 2, 2022

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
	4	\$ 26.66	\$ 4,620.80	\$ 55,449.57
	5	\$ 27.98	\$ 4,850.58	\$ 58,206.92
	6	\$ 29.38	\$ 5,093.11	\$ 61,117.26
2212 WATER DISTRIBUTION OPERATOR II	1	\$ 25.32	\$ 4,389.64	\$ 52,675.67
	2	\$ 26.59	\$ 4,609.12	\$ 55,309.45
	3	\$ 27.92	\$ 4,839.58	\$ 58,074.91
	4	\$ 29.32	\$ 5,081.56	\$ 60,978.66
	5	\$ 30.78	\$ 5,335.63	\$ 64,027.60
	6	\$ 32.32	\$ 5,602.42	\$ 67,228.98
2213 WATER DISTRIBUTION OPERATOR III	1	\$ 30.39	\$ 5,267.57	\$ 63,210.78
	2	\$ 31.91	\$ 5,530.94	\$ 66,371.33
	3	\$ 33.50	\$ 5,807.49	\$ 69,689.89
	4	\$ 35.18	\$ 6,097.87	\$ 73,174.39
	5	\$ 36.94	\$ 6,402.76	\$ 76,833.10
	6	\$ 38.79	\$ 6,722.90	\$ 80,674.76
2201 WATER QUALITY AND CUSTOMER SERVICE REPRESENTATIVE II	1	\$ 27.86	\$ 4,828.60	\$ 57,943.23
	2	\$ 29.25	\$ 5,070.03	\$ 60,840.38
	3	\$ 30.71	\$ 5,323.53	\$ 63,882.40
	4	\$ 32.25	\$ 5,589.71	\$ 67,076.53
	5	\$ 33.86	\$ 5,869.20	\$ 70,430.36
	6	\$ 35.55	\$ 6,162.66	\$ 73,951.88
2231 WATER SYSTEMS OPERATOR I	1	\$ 28.83	\$ 4,996.72	\$ 59,960.69
	2	\$ 30.27	\$ 5,247.34	\$ 62,968.07
	3	\$ 31.78	\$ 5,508.85	\$ 66,106.20
	4	\$ 33.37	\$ 5,784.37	\$ 69,412.44
	5	\$ 35.04	\$ 6,073.90	\$ 72,886.77
	6	\$ 36.79	\$ 6,377.59	\$ 76,531.11
2232 WATER SYSTEMS OPERATOR II	1	\$ 31.71	\$ 5,496.71	\$ 65,960.47
	2	\$ 33.30	\$ 5,771.54	\$ 69,258.49
	3	\$ 34.96	\$ 6,060.12	\$ 72,721.41
	4	\$ 36.71	\$ 6,363.12	\$ 76,357.50
	5	\$ 38.55	\$ 6,681.28	\$ 80,175.36
	6	\$ 40.47	\$ 7,015.34	\$ 84,184.13

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 1, 2023

Exhibit E

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
2101 ACCOUNT CLERK I	1	\$ 21.53	\$ 3,731.00	\$ 44,772.00
2510	2	\$ 22.60	\$ 3,917.55	\$ 47,010.60
	3	\$ 23.73	\$ 4,113.43	\$ 49,361.13
	4	\$ 24.92	\$ 4,319.10	\$ 51,829.19
	5	\$ 26.16	\$ 4,535.05	\$ 54,420.65
	6	\$ 27.47	\$ 4,761.81	\$ 57,141.68
2102 ACCOUNT CLERK II	1	\$ 24.19	\$ 4,192.93	\$ 50,315.20
2520	2	\$ 25.40	\$ 4,402.58	\$ 52,830.96
	3	\$ 26.67	\$ 4,622.71	\$ 55,472.51
	4	\$ 28.00	\$ 4,853.84	\$ 58,246.13
	5	\$ 29.40	\$ 5,096.54	\$ 61,158.44
	6	\$ 30.87	\$ 5,351.36	\$ 64,216.36
2304 ASSISTANT PLANNER	1	\$ 32.24	\$ 5,587.54	\$ 67,050.54
	2	\$ 33.85	\$ 5,867.19	\$ 70,406.34
	3	\$ 35.54	\$ 6,160.56	\$ 73,926.67
	4	\$ 37.32	\$ 6,468.99	\$ 77,627.92
	5	\$ 39.19	\$ 6,792.51	\$ 81,510.15
	6	\$ 41.15	\$ 7,132.14	\$ 85,585.66
2305 ASSOCIATE PLANNER	1	\$ 35.61	\$ 6,172.89	\$ 74,074.71
2505	2	\$ 37.39	\$ 6,481.33	\$ 77,775.98
	3	\$ 39.27	\$ 6,806.22	\$ 81,674.65
	4	\$ 41.23	\$ 7,146.19	\$ 85,754.28
	5	\$ 43.29	\$ 7,503.98	\$ 90,047.74
	6	\$ 45.46	\$ 7,879.18	\$ 94,550.12
2010 BUILDING MAINTENANCE WORKER	1	\$ 25.33	\$ 4,390.50	\$ 52,686.04
2560 (Y-RATED)	2	\$ 26.59	\$ 4,609.26	\$ 55,311.17
	3	\$ 27.92	\$ 4,840.26	\$ 58,083.14
	4	\$ 29.32	\$ 5,081.97	\$ 60,983.63
	5	\$ 30.78	\$ 5,335.91	\$ 64,030.97
	6	\$ 32.32	\$ 5,602.71	\$ 67,232.52
2011 BUILDING MAINTENANCE WORKER I	1	\$ 23.13	\$ 4,009.73	\$ 48,116.78
2562	2	\$ 24.29	\$ 4,210.22	\$ 50,522.61
	3	\$ 25.50	\$ 4,420.73	\$ 53,048.75
	4	\$ 26.78	\$ 4,641.77	\$ 55,701.18
	5	\$ 28.12	\$ 4,873.85	\$ 58,486.24
	6	\$ 29.52	\$ 5,117.55	\$ 61,410.55
2012 BUILDING MAINTENANCE WORKER II	1	\$ 25.45	\$ 4,410.70	\$ 52,928.45
	2	\$ 26.72	\$ 4,631.24	\$ 55,574.88
	3	\$ 28.05	\$ 4,862.80	\$ 58,353.62
	4	\$ 29.46	\$ 5,105.94	\$ 61,271.30
	5	\$ 30.93	\$ 5,361.24	\$ 64,334.87
	6	\$ 32.48	\$ 5,629.30	\$ 67,551.61

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 1, 2023

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
2013 BUILDING MAINTENANCE WORKER III	1	\$ 27.99	\$ 4,851.77	\$ 58,221.30
	2	\$ 29.39	\$ 5,094.36	\$ 61,132.36
	3	\$ 30.86	\$ 5,349.08	\$ 64,188.98
	4	\$ 32.40	\$ 5,616.54	\$ 67,398.43
	5	\$ 34.02	\$ 5,897.36	\$ 70,768.35
	6	\$ 35.72	\$ 6,192.23	\$ 74,306.77
2020 EQUIPMENT FOREMAN	1	\$ 32.45	\$ 5,624.96	\$ 67,499.52
	2	\$ 34.08	\$ 5,906.35	\$ 70,876.23
	3	\$ 35.78	\$ 6,202.25	\$ 74,427.00
	4	\$ 37.57	\$ 6,512.65	\$ 78,151.83
	5	\$ 39.45	\$ 6,837.56	\$ 82,050.71
	6	\$ 41.42	\$ 7,179.44	\$ 86,153.24
2030 EQUIPMENT MECHANIC 2500	1	\$ 26.16	\$ 4,534.74	\$ 54,416.86
	2	\$ 27.47	\$ 4,760.93	\$ 57,131.13
	3	\$ 28.84	\$ 4,999.45	\$ 59,993.45
	4	\$ 30.28	\$ 5,248.95	\$ 62,987.37
	5	\$ 31.80	\$ 5,512.15	\$ 66,145.77
	6	\$ 33.39	\$ 5,787.76	\$ 69,453.06
2070 GENERAL MAINTENANCE WORKER 2561	1	\$ 20.54	\$ 3,560.07	\$ 42,720.87
	2	\$ 21.56	\$ 3,736.91	\$ 44,842.93
	3	\$ 22.64	\$ 3,924.71	\$ 47,096.57
	4	\$ 23.77	\$ 4,120.75	\$ 49,448.94
	5	\$ 24.96	\$ 4,326.37	\$ 51,916.45
	6	\$ 26.21	\$ 4,542.69	\$ 54,512.28
2314 LIBRARY ASSISTANT 2571	1	\$ 22.51	\$ 3,901.41	\$ 46,816.93
	2	\$ 23.63	\$ 4,096.07	\$ 49,152.83
	3	\$ 24.82	\$ 4,301.70	\$ 51,620.35
	4	\$ 26.05	\$ 4,515.55	\$ 54,186.57
	5	\$ 27.36	\$ 4,741.74	\$ 56,900.83
	6	\$ 28.72	\$ 4,978.82	\$ 59,745.87
2181 MAINTENANCE WORKER I	1	\$ 22.72	\$ 3,938.15	\$ 47,257.79
	2	\$ 23.86	\$ 4,135.55	\$ 49,626.59
	3	\$ 25.05	\$ 4,341.41	\$ 52,096.94
	4	\$ 26.30	\$ 4,558.55	\$ 54,702.61
	5	\$ 27.62	\$ 4,786.97	\$ 57,443.68
	6	\$ 29.00	\$ 5,026.32	\$ 60,315.87
2182 MAINTENANCE WORKER II	1	\$ 24.99	\$ 4,331.96	\$ 51,983.57
	2	\$ 26.24	\$ 4,549.10	\$ 54,589.25
	3	\$ 27.55	\$ 4,775.55	\$ 57,306.63
	4	\$ 28.93	\$ 5,014.41	\$ 60,172.88
	5	\$ 30.38	\$ 5,265.67	\$ 63,188.05
	6	\$ 31.90	\$ 5,528.95	\$ 66,347.46

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 1, 2023

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
2183 MAINTENANCE WORKER III	1	\$ 28.74	\$ 4,981.76	\$ 59,781.11
	2	\$ 30.18	\$ 5,231.47	\$ 62,777.64
	3	\$ 31.68	\$ 5,491.89	\$ 65,902.63
	4	\$ 33.27	\$ 5,766.57	\$ 69,198.82
	5	\$ 34.94	\$ 6,055.52	\$ 72,666.26
	6	\$ 36.68	\$ 6,358.30	\$ 76,299.57
2307 NEIGHBORHOOD PRESERVATION OFFICER 2572	1	\$ 28.33	\$ 4,910.35	\$ 58,924.19
	2	\$ 29.74	\$ 5,155.73	\$ 61,868.75
	3	\$ 31.23	\$ 5,413.45	\$ 64,961.36
	4	\$ 32.79	\$ 5,683.50	\$ 68,202.04
	5	\$ 34.43	\$ 5,968.64	\$ 71,623.64
	6	\$ 36.16	\$ 6,267.07	\$ 75,204.82
2103 OFFICE ASSISTANT I 2574	1	\$ 17.23	\$ 2,985.69	\$ 35,828.27
	2	\$ 18.09	\$ 3,135.11	\$ 37,621.35
	3	\$ 18.99	\$ 3,291.39	\$ 39,496.65
	4	\$ 19.94	\$ 3,455.89	\$ 41,470.66
	5	\$ 20.93	\$ 3,628.61	\$ 43,543.36
	6	\$ 21.98	\$ 3,810.04	\$ 45,720.53
2104 OFFICE ASSISTANT II 2575	1	\$ 20.57	\$ 3,565.91	\$ 42,790.89
	2	\$ 21.60	\$ 3,743.57	\$ 44,922.82
	3	\$ 22.68	\$ 3,931.10	\$ 47,173.18
	4	\$ 23.82	\$ 4,128.50	\$ 49,542.02
	5	\$ 25.01	\$ 4,334.36	\$ 52,012.34
	6	\$ 26.26	\$ 4,551.08	\$ 54,612.96
2080 PARK FOREMAN	1	\$ 35.74	\$ 6,194.16	\$ 74,329.98
	2	\$ 37.52	\$ 6,504.11	\$ 78,049.28
	3	\$ 39.39	\$ 6,828.14	\$ 81,937.67
	4	\$ 41.37	\$ 7,170.96	\$ 86,051.46
	5	\$ 43.44	\$ 7,529.42	\$ 90,353.08
	6	\$ 45.61	\$ 7,905.89	\$ 94,870.73
2090 PARK WORKER 2531	1	\$ 22.75	\$ 3,942.72	\$ 47,312.63
	2	\$ 23.88	\$ 4,139.23	\$ 49,670.79
	3	\$ 25.08	\$ 4,346.82	\$ 52,161.79
	4	\$ 26.33	\$ 4,564.09	\$ 54,769.06
	5	\$ 27.64	\$ 4,791.05	\$ 57,492.56
	6	\$ 29.02	\$ 5,030.60	\$ 60,367.19
2110 PARK WORKER - IRRIGATION SPECIALIST	1	\$ 25.06	\$ 4,344.26	\$ 52,131.09
	2	\$ 26.31	\$ 4,561.11	\$ 54,733.36
	3	\$ 27.63	\$ 4,789.45	\$ 57,473.45
	4	\$ 29.01	\$ 5,027.85	\$ 60,334.20
	5	\$ 30.46	\$ 5,279.17	\$ 63,350.04
	6	\$ 31.98	\$ 5,543.13	\$ 66,517.55

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 1, 2023

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
2317 PLANNING TECHNICIAN	1	\$ 26.42	\$ 4,579.98	\$ 54,959.71
	2	\$ 27.74	\$ 4,808.91	\$ 57,706.88
	3	\$ 29.13	\$ 5,048.80	\$ 60,585.65
	4	\$ 30.58	\$ 5,301.04	\$ 63,612.47
	5	\$ 32.12	\$ 5,566.98	\$ 66,803.77
	6	\$ 33.72	\$ 5,845.33	\$ 70,143.96
2106 POLICE RECORDS CLERK 2566	1	\$ 20.60	\$ 3,571.04	\$ 42,852.46
	2	\$ 21.63	\$ 3,749.25	\$ 44,990.98
	3	\$ 22.71	\$ 3,937.05	\$ 47,244.64
	4	\$ 23.85	\$ 4,134.45	\$ 49,613.44
	5	\$ 25.04	\$ 4,340.08	\$ 52,080.95
	6	\$ 26.29	\$ 4,557.08	\$ 54,685.00
2320 RECREATION COORDINATOR 2521	1	\$ 23.66	\$ 4,101.87	\$ 49,222.39
	2	\$ 24.85	\$ 4,308.07	\$ 51,696.81
	3	\$ 26.09	\$ 4,522.57	\$ 54,270.86
	4	\$ 27.40	\$ 4,749.53	\$ 56,994.35
	5	\$ 28.77	\$ 4,986.17	\$ 59,834.10
	6	\$ 30.20	\$ 5,235.48	\$ 62,825.80
2130 SENIOR EQUIPMENT MECHANIC	1	\$ 30.27	\$ 5,247.58	\$ 62,970.91
	2	\$ 31.79	\$ 5,510.39	\$ 66,124.63
	3	\$ 33.38	\$ 5,786.12	\$ 69,433.45
	4	\$ 35.05	\$ 6,074.78	\$ 72,897.35
	5	\$ 36.80	\$ 6,379.24	\$ 76,550.84
	6	\$ 38.64	\$ 6,698.20	\$ 80,378.38
2131 SENIOR NEIGHBORHOOD PRESERVATION OFFICER	1	\$ 32.24	\$ 5,587.62	\$ 67,051.40
	2	\$ 33.85	\$ 5,867.00	\$ 70,403.97
	3	\$ 35.54	\$ 6,160.35	\$ 73,924.17
	4	\$ 37.32	\$ 6,468.36	\$ 77,620.38
	5	\$ 39.18	\$ 6,791.78	\$ 81,501.40
	6	\$ 41.14	\$ 7,131.37	\$ 85,576.47
2184 SEWER MAINTENANCE WORKER III	1	\$ 31.15	\$ 5,399.25	\$ 64,791.06
	2	\$ 32.71	\$ 5,669.22	\$ 68,030.62
	3	\$ 34.34	\$ 5,952.68	\$ 71,432.14
	4	\$ 36.06	\$ 6,250.31	\$ 75,003.75
	5	\$ 37.86	\$ 6,562.83	\$ 78,753.94
	6	\$ 39.76	\$ 6,890.97	\$ 82,691.63
2175 STREET MAINTENANCE FOREMAN	1	\$ 33.77	\$ 5,853.20	\$ 70,238.41
	2	\$ 35.46	\$ 6,146.08	\$ 73,753.00
	3	\$ 37.22	\$ 6,452.28	\$ 77,427.32
	4	\$ 39.09	\$ 6,776.22	\$ 81,314.69
	5	\$ 41.05	\$ 7,114.96	\$ 85,379.51
	6	\$ 43.10	\$ 7,470.71	\$ 89,648.49

CITY OF COVINA
AFSCME SALARY SCHEDULE
EFFECTIVE JULY 1, 2023

DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
2211 WATER DISTRIBUTION OPERATOR I	1	\$ 23.60	\$ 4,091.50	\$ 49,098.00
	2	\$ 24.78	\$ 4,295.43	\$ 51,545.15
	3	\$ 26.02	\$ 4,510.85	\$ 54,130.17
	4	\$ 27.32	\$ 4,736.32	\$ 56,835.81
	5	\$ 28.68	\$ 4,971.84	\$ 59,662.09
	6	\$ 30.12	\$ 5,220.43	\$ 62,645.19
2212 WATER DISTRIBUTION OPERATOR II	1	\$ 25.96	\$ 4,499.38	\$ 53,992.56
	2	\$ 27.26	\$ 4,724.35	\$ 56,692.18
	3	\$ 28.62	\$ 4,960.57	\$ 59,526.78
	4	\$ 30.05	\$ 5,208.59	\$ 62,503.13
	5	\$ 31.55	\$ 5,469.02	\$ 65,628.29
	6	\$ 33.13	\$ 5,742.48	\$ 68,909.71
2213 WATER DISTRIBUTION OPERATOR III	1	\$ 31.15	\$ 5,399.25	\$ 64,791.05
	2	\$ 32.71	\$ 5,669.22	\$ 68,030.61
	3	\$ 34.34	\$ 5,952.68	\$ 71,432.14
	4	\$ 36.06	\$ 6,250.31	\$ 75,003.75
	5	\$ 37.86	\$ 6,562.83	\$ 78,753.93
	6	\$ 39.76	\$ 6,890.97	\$ 82,691.63
2201 WATER QUALITY AND CUSTOMER SERVICE REPRESENTATIVE II	1	\$ 28.55	\$ 4,949.32	\$ 59,391.81
	2	\$ 29.98	\$ 5,196.78	\$ 62,361.39
	3	\$ 31.48	\$ 5,456.62	\$ 65,479.46
	4	\$ 33.05	\$ 5,729.45	\$ 68,753.44
	5	\$ 34.71	\$ 6,015.93	\$ 72,191.12
	6	\$ 36.44	\$ 6,316.72	\$ 75,800.67
2231 WATER SYSTEMS OPERATOR I	1	\$ 29.55	\$ 5,121.64	\$ 61,459.71
	2	\$ 31.03	\$ 5,378.52	\$ 64,542.27
	3	\$ 32.58	\$ 5,646.57	\$ 67,758.86
	4	\$ 34.21	\$ 5,928.98	\$ 71,147.75
	5	\$ 35.92	\$ 6,225.75	\$ 74,708.94
	6	\$ 37.71	\$ 6,537.03	\$ 78,444.39
2232 WATER SYSTEMS OPERATOR II	1	\$ 32.50	\$ 5,634.12	\$ 67,609.48
	2	\$ 34.13	\$ 5,915.83	\$ 70,989.95
	3	\$ 35.84	\$ 6,211.62	\$ 74,539.45
	4	\$ 37.63	\$ 6,522.20	\$ 78,266.43
	5	\$ 39.51	\$ 6,848.31	\$ 82,179.74
	6	\$ 41.48	\$ 7,190.73	\$ 86,288.73



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: March 21, 2023
Title: SB 341 Compliance Report on the Housing Successor Agency Low- and Moderate-Income Housing Asset Fund
Presented by: Brian K. Lee, AICP, Director of Community Development
Recommendation: Receive and file the report.

EXECUTIVE SUMMARY:

On January 1, 2014, Senate Bill 341 (SB 341) became effective, requiring each housing successor agency that assumed the housing functions of a former redevelopment agency to post a report on its website. The required report post contains information regarding the Housing Successor Low- and Moderate-Income Housing Asset Fund (Fund) for the previous fiscal year.

The reporting requirements have been amended twice. In 2015, Assembly Bill 1793 (Chapter 672, Statutes of 2014, effective January 2015) amended Health & Safety Code Section 34176.1(f) to add new provisions now numbered as 34176.1(f)(13)(A)-(D). In 2016, Senate Bill 107 (Chapter 325, Statutes of 2015, effective January 2016) amended Health & Safety Code Section 34176.1(f) to add a new reporting item number 1 and revise reporting item number 2. The reporting requirements are attached as Attachment A.

In addition, the housing successor agency is required to conduct and provide an independent financial audit of the Fund within six months of the end of the fiscal year. The audit may be included as part of the City's independent financial audit.

DISCUSSION:

An independent financial audit of the Fund will be provided to the Covina City Council on March 21, 2023, and by memo to the Covina Housing Authority Board to follow. The financial audit is included as part of the Annual Comprehensive Financial Report (ACFR) and will be posted on the City's website at www.covinaca.gov.

The Covina Housing Authority SB 341 Compliance Report (Report) is attached as Attachment B. The Report includes specified housing financial and activity information and will be submitted as an addendum to the Annual Progress Report (APR) which is submitted to the California Department of Housing and Community Development (HCD) pursuant to State housing law, by April 1.

FISCAL IMPACT:

None.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This activity will not result in a reasonably foreseeable change to the physical environment; it is exempt from CEQA under State CEQA Guidelines 15061 (b) (3) and does not constitute a project.

Respectfully submitted,



Brian K. Lee
Director of Community Development

Report Approval Details

Document Title:	SB 341 Compliance Report on the Housing Successor Agency Low and Moderate Income .docx
Attachments:	- Attachment A - 2016 Change to Annual Report Requirements for Housing Successors for Redevelopment Agencies.pdf - Attachment B - Covina Housing Authority SB 341 Compliance Report for FY 21-22.doc
Final Approval Date:	Mar 16, 2023

This report and all of its attachments were approved and signed as outlined below:

Brian Lee

Anita Agramonte

Fabian Velez

Chris Marcarello

2016 Change to Annual Report Requirements for Housing Successors to Redevelopment Agencies

Senate Bill 107 (Chapter 325, Statutes of 2015, effective January 2016) amended Health & Safety Code Section 34176.1(f) to add a new reporting item (number 1) and revise reporting item 2.

HCD Note: *SB 107 amendments are reflected in red.* When new requirements are imposed that an agency cannot typically meet in the same calendar or fiscal year in which the statutory change took effect (e.g. year 2016 for SB 107) for good cause (e.g. additional time and/or resources are needed to comply with new requirements), HCD's practice is that the agency compliance due date can fall in the next calendar or fiscal year (e.g. year 2017) following the year the statutory change took effect.

Successor Entity Reporting

Senate Bill 341 (Chapter 796, Statutes of 2013) previously amended Health & Safety Code Section 34176 to address particular provisions and functions relating to former "redevelopment agencies" and new "housing successor" entities allowed to elect and assume particular functions of redevelopment agencies (RDAs) dissolved in 2012. A housing successor entity can include a local Public Housing Authority when a city or county elects not to become the housing successor entity.

SB 341 eliminated the former redevelopment agency annual report requirement due to both the Department of Housing and Community Development (HCD) and State Controller while RDAs were active. All successor housing entities, starting with the FY ending in 2014, are required to comply with different annual report requirements within six months after the end of each fiscal year (FY). One requirement is to provide an independent financial audit to the legislative body. Another requirement is for a city or county housing successor to report housing financial and activity information by:

(1) including specified information with the housing element Annual Progress Report (APR) required to be annually submitted to HCD by April 1 pursuant to State housing law in reporting progress in implementing the housing element. (NOTE: Successor entity reporting data required to included with APR can be a paper report identified as an addendum to the APR. The separate housing fund data report can be attached to the APR or sent separately to HCD) and

(2) posting specified information on the jurisdiction's website.

Following are current annual report requirements last amended in 2015 described in H&SC section 34176.1 beginning with subsection (f) [note: reference to Section 33080.1 relates to former RDAs]:

H&SC 34176.1:

(f) Section 33080.1 of this code and Section 12463.3 of the Government Code shall not apply. Instead, the housing successor shall conduct, and shall provide to its governing body, an independent financial audit of the Low and Moderate Income Housing Asset Fund within six months after the end of each fiscal year, which may be included in the independent financial audit of the host jurisdiction. If the housing successor is a city or county, it shall also include in its report pursuant to Section 65400 of the Government Code and post on its Internet Web site all of the following information for the previous fiscal year. If the housing successor is not a city or county, it shall also provide to its governing body and post on its Internet Web site all of the following information for the previous fiscal year:

(1) The amount the city, county, or city and county received pursuant to subparagraph (A) of paragraph (3) of subdivision (b) of Section 34191.4.

(2) The amount deposited to the Low and Moderate Income Housing Asset Fund, distinguishing between amounts deposited pursuant to subparagraphs (B) and (C) of paragraph (3) of subdivision (b) of Section 34191.4, amounts deposited for other items listed on the Recognized Obligation Payment Schedule, and other amounts deposited.

(3) A statement of the balance in the fund as of the close of the fiscal year, distinguishing any amounts held for items listed on the Recognized Obligation Payment Schedule from other amounts.

(4) A description of expenditures from the fund by category, including, but not limited to, expenditures (A) for monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the

2016 Change to Annual Report Requirements for Housing Successors to Redevelopment Agencies

activities described in paragraphs (2) and (3) of subdivision (a), (B) for homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a), and (C) for the development of housing pursuant to paragraph (3) of subdivision (a).

(5) As described in paragraph (1) of subdivision (a), the statutory value of real property owned by the housing successor, the value of loans and grants receivable, and the sum of these two amounts.

(6) A description of any transfers made pursuant to paragraph (2) of subdivision (c) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update on any project for which transferred funds have been or will be expended if that project has not yet been placed in service.

(7) A description of any project for which the housing successor receives or holds property tax revenue pursuant to the Recognized Obligation Payment Schedule and the status of that project.

(8) For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with Section 33334.16. For interests in real property acquired on or after February 1, 2012, a status update on the project.

(9) A description of any outstanding obligations pursuant to Section 33413 that remained to transfer to the housing successor on February 1, 2012, of the housing successor's progress in meeting those obligations, and of the housing successor's plans to meet unmet obligations. In addition, the housing successor shall include in the report posted on its Internet Web site the implementation plans of the former redevelopment agency.

(10) The information required by subparagraph (B) of paragraph (3) of subdivision (a).

(11) The percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period.

(12) The amount of any excess surplus, the amount of time that the successor agency has had excess surplus, and the housing successor's plan for eliminating the excess surplus.

(13) An inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund pursuant to subdivision (f) of Section 33334.3. This inventory shall include all of the following information:

(A) The number of those units.

(B) In the first report pursuant to this subdivision, the number of units lost to the portfolio after February 1, 2012, and the reason or reasons for those losses. For all subsequent reports, the number of the units lost to the portfolio in the last fiscal year and the reason for those losses.

(C) Any funds returned to the housing successor as part of an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund.

(D) Whether the housing successor has contracted with any outside entity for the management of the units and, if so, the identity of the entity.

**COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT
(ADDENDUM TO COVINA ANNUAL PROGRESS REPORT SUBMITTED TO HCD)**

**Housing Successor Agency
Low- and Moderate-Income Housing Asset Fund
Specified Activity Information Pursuant to
California Health and Safety Code Section 34176.1
Year Ended June 30, 2022**

The Covina Housing Authority was activated by the City of Covina on January 25, 2011 by Resolution 11-6926. On January 30, 2012, by Resolution 12-7045, the Covina City Council elected not to retain the housing assets and functions previously performed by the Covina Redevelopment Agency, which was dissolved pursuant to Part 1.85 of Division 24 of the California Health and Safety Code. All rights, powers, duties and obligations were transferred to the Covina Housing Authority. The Covina Housing Authority is the housing successor agency of the Covina Redevelopment Agency.

On January 1, 2014, Senate Bill 341 (SB 341) became effective, requiring each housing successor agency that assumed the housing functions of a former redevelopment agency to post a report on its website containing information regarding the Low- and Moderate-Income Housing Assets Fund (Fund or LMIHAF) of the housing successor for the previous fiscal year.

Assembly Bill 1793 (Chapter 672, Statutes of 2014, effective January 2015) amended Health & Safety Code Section 34176.1(f) and added new provisions now numbered as 34176.1(f)(13)(A)-(D).

Senate Bill 107 (Chapter 325, Statutes of 2015, effective January 2016) amended Health & Safety Code Section 34176.1(f) to add a new reporting requirement numbered as 34176.1(f)(1) and revise the reporting requirement numbered as 34176.1(f)(2).

In addition, the housing successor agency is required to conduct and provide to its governing body an independent financial audit of the Fund within six months of the end of the fiscal year. The audit may be included as part of the City's independent financial audit.

The audit is included as part of the Annual Comprehensive Financial Report (ACFR) and is available on the City's website at www.covinaca.gov. Following presentation to the City Council and the Housing Authority, a copy of the independent financial audit will be provided to the Covina Housing Authority Board (Board).

The remainder of this Compliance Report provides the information required under Health and Safety Code 34176.1(f):

1. Amounts Received and Deposited Pursuant to 34191.4(b)(3)(A): This section provides the total amount of funds paid to the City and the amount deposited into the

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

LMIHAF allocable to 20% of the repayments on reinstated City/Agency loans per Section 34191.4.

2. Amount Deposited into LMIHF: This section provides the total amount of funds deposited into the LMIHAF during the Fiscal Year. Any amounts deposited for items listed on the Recognized Obligation Payment Schedule (ROPS) must be distinguished from the other amounts deposited.

3. Ending Balance of LMIHF: This section provides a statement of the balance in the LMIHAF as of the close of the Fiscal Year. Any amounts deposited for items listed on the ROPS must be distinguished from the other amounts deposited.

4. Description of Expenditures from LMIHF: This section provides a description of the expenditures made from the LMIHAF during the previous Fiscal Year. The expenditures are to be categorized by category, including, but not limited to, expenditures (A) for monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency or the housing successor and administering the activities described in paragraphs (2) and (3) of subdivision (a), (B) for homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a), and (C) for the development of housing pursuant to paragraph (3) of subdivision (a).

5. Statutory Value of Assets Owned by Housing Successor: This section provides the statutory value of real property owned by the Housing Successor, the value of loans and grants receivables, and the sum of these two amounts.

6. Description of Transfers: This section describes transfers, if any, to another housing successor agency made in previous Fiscal Year(s), including whether the funds are unencumbered and the status of projects, if any, for which the transferred LMIHAF will be used. The sole purpose of the transfers must be for the development of transit priority projects, permanent supportive housing, housing for agricultural employees or special needs housing.

7. Project Descriptions: This section describes any project for which the Housing Successor receives or holds property tax revenue pursuant to the ROPS and the status of that project.

8. Status of Compliance with Section 33334.16: This section provides a status update on compliance with Section 33334.16 for interests in real property acquired by the former redevelopment agency prior to February 1, 2012. For interests in real property acquired on or after February 1, 2012, provide a status update on the project.

9. Description of Outstanding Obligations under Section 33413: This section describes the outstanding inclusionary and replacement housing obligations, if any, under Section 33413 that remained outstanding prior to dissolution of the former redevelopment agency as of February 1, 2012 along with the Housing Successor's progress in meeting those prior obligations, if any, of the former Redevelopment Agency and how the Housing Successor's plans to meet unmet obligations, if any.

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

10. Income Test: This section provides the information required by Section 34176.1(a)(3)(B), or a description of expenditures by income restriction for five year period, with the time period beginning January 1, 2014 and whether the statutory thresholds have been met.

11. Senior Housing Test: This section provides the percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the Housing Successor, its former Redevelopment Agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the Housing Successor, its former Redevelopment Agency and its host jurisdiction within the same time period. For this Report the ten-year period reviewed is July 1, 2012 to June 30, 2022.

12. Excess Surplus Test: This section provides the amount of excess surplus in the LMIHAF, if any, and the length of time that the Housing Successor has had excess surplus, and the Housing Successor's plan for eliminating the excess surplus.

13. Inventory of Homeownership Units: This section provides a summary of covenanted homeownership units assisted by the former Redevelopment Agency or the Housing Successor that include an equity sharing and repayment provisions, including (a) number of units; (b) number of units lost to the portfolio in the last fiscal year and the reason for those losses, and (c) any funds returned to the housing successor pursuant to losses or repayments.

1. AMOUNTS RECEIVED AND DEPOSITED PURSUANT TO 34191.4(b)(3)(A)

Loan repayment received by the City.	\$0
TOTAL	\$0

2. AMOUNTS DEPOSITED TO THE LOW AND MODERATE INCOME HOUSING ASSET FUND

Amount deposited to the Low and Moderate Income Housing Asset Fund for item listed on the Recognized Obligation Payment Schedule (ROPS) pursuant to H&S Code 34191.4 (b)(3)(B)(C)	\$7,664.00
Amount deposited to the Low and Moderate Income Housing Asset Fund from sources other than ROPS	
Interest earned	\$23,714.06
TOTAL	\$31,378.06

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

3. ENDING BALANCE OF LMIHAF

Recognized Obligation Payment Schedule amount	\$0
Other amounts	\$3,832,417.35
TOTAL	\$3,832,417.35

4. DESCRIPTION OF EXPENDITURES FROM LMIHAF

(A) Monitoring/preserving long-term affordability and administration expenditures	\$270,667.17
(B) Homeless prevention/rapid rehousing	\$179,538.87
(C) Housing development	\$143,431.15
TOTAL	\$593,637.19

The Housing Successor is allowed to spend up to the greater of \$200,000 or 5% of the outstanding loans or other receivables plus the statutory value of any land owned. (defined and calculated in Section 5), which totals \$336,470.40 on Monitoring and Administration Expenditures.

5. STATUTORY VALUE OF ASSETS OWNED BY HOUSING SUCCESSOR IN LMIHAF

Under the Dissolution Law and for purposes of this Report, the “statutory value of real property” means the value of properties formerly held by the former Redevelopment Agency as listed on the housing asset transfer schedule approved by the Department of Finance as listed in such schedule under Section 34176(a)(2), the value of the properties transferred to the Housing Successor pursuant to Section 34181(f), and the purchase price of property(ies) purchased by the Housing Successor. Further, the value of loans and grants receivable is included in these reported assets held in the LMIHAF.

The following provides the statutory value of assets owned by the Housing Successor.

Real Property	\$425,610
Assets held for resale	\$0
Loans receivable*	\$6,303,797.93
TOTAL	\$6,729,407.93

*Note: of the Loans Receivable listed, \$1,466,936.87 is considered “uncollectible” due to the forgiveness feature of these loans¹

¹ ACFR for year ending June 30, 2022

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

6. DESCRIPTION OF TRANSFERS

The Housing Successor did not make any LMIHAF transfers to other Housing Successor(s) under Section 34176.1(c)(2) during the Fiscal Year.

7. PROJECT DESCRIPTIONS

The Housing Successor does not receive or hold property tax revenue for a project pursuant to the ROPS.

8. STATUS OF COMPLIANCE WITH SECTION 33334.16

Section 34176.1 provides that Section 33334.16 does not apply to interests in real property acquired by the Housing Successor on or after February 1, 2012. Section 33334.16 applies to the interest in real property acquired using moneys from the Low- and Moderate-Income Housing Fund before 2012, and requires that the agency shall, within five years from the date it first acquires the property interest for the development of housing affordable to persons and families of low and moderate income, initiate activities consistent with the development of the property for that purpose.

Property Received From the Former Redevelopment Agency Prior to February 1, 2012:

APN	Date Acquired	DOF Transfer Approval	Original Cost	Status
8434-002-904	July 27, 2004	Feb. 21, 2013	\$425,610	In use as transitional housing
8445-001-918	May 20, 2005. Time extension obtained on May 18, 2010	Feb. 21, 2013	\$730,200	Entered into DDA to sell property on March 1, 2011. Sale completed on March 3, 2014

Property Acquired On or After February 1, 2012:

Not Applicable. The Housing Successor has not acquired any properties after February 1, 2012.

9. DESCRIPTION OF OUTSTANDING OBLIGATIONS PURSUANT TO SECTION 33413

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Replacement Housing: According to the 2010 – 2014 Implementation Plan for the former redevelopment agency, no Section 33413(a) replacement housing obligations were transferred to the Housing Successor.

Inclusionary / Production Housing. According to the 2010 – 2014 Implementation Plan for the former redevelopment agency, no Section 33413(b) inclusionary/production housing obligations were transferred to the Housing Successor.

The former redevelopment agency's Implementation Plans are posted on the City's website.

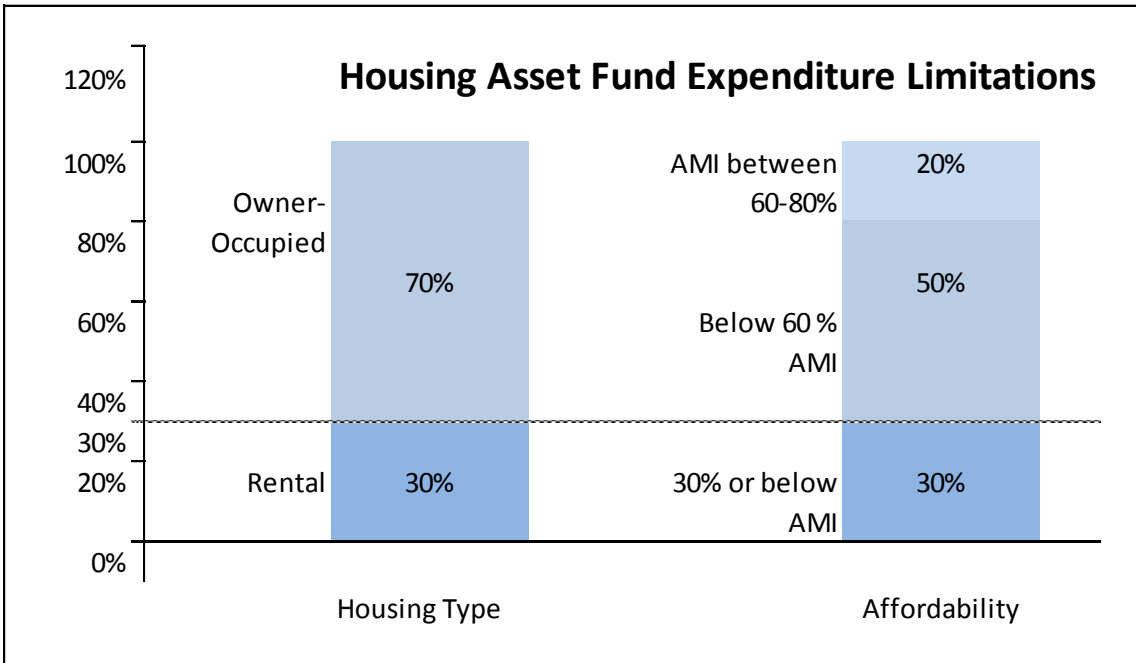
Outstanding obligations pursuant to Section 33413 that remain to transfer to the Housing Successor on February 1, 2012	None
Unmet obligations	None

10. INCOME TARGETING TEST

The information required by subparagraph (B) of paragraph (3) of subdivision (a).

The housing successor shall expend all funds remaining in the Low and Moderate Income Housing Asset Fund after the expenditures allowed (monitoring and homeless services) for the development of housing affordable and occupied by households earning 80 percent or less of the area median income, with at least 30 percent of these remaining funds expended for the development of rental housing affordable to and occupied by households earning 30 percent or less of the area median income and no more than 20 percent of these remaining funds expended for the development of housing affordable to and occupied by households earning between 60 percent and 80 percent of the area median income. A housing successor shall demonstrate in the annual report described in subdivision (f), for 2019, and every five years thereafter, that the housing successor's expenditures from January 1, 2014, through the end of the latest fiscal year covered in the report comply with the requirements of this subparagraph.

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Failure to comply with the extremely low income requirement in any 5-year reporting period will result in the Housing Authority having to ensure that 50% of remaining funds be spent on extremely low income rental units until in compliance. Exceeding the expenditure limit for households earning between 60% and 80% of the AMI in any 5-year reporting period will result in the Housing Authority not being able to expend any funds on these income categories until in compliance.

The Housing Authority had administrative, monitoring, housing and development expenses in the period from July 1, 2021 to June 30, 2022. The five-year report follows:

	LMIHAF Spent on Rental Housing for Extremely-Low Income Households	LMIHAF spent on Households between 60% & 80% AMI	Total LMIHAF Spent
FY 2017-2018	\$120,062.35		\$267,154.67
FY 2018-2019	\$133,103.99		\$317,545.65
FY 2019-2020	\$127,499.36		\$473,700.42
FY 2020-2021	\$147,948.77		\$524,943.12
FY 2021-2022	\$179,538.87		\$593,637.19
Totals	\$708,153.34		\$2,176,981.05

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Calculation of Five Year Expenditure July 1, 2017 to June 30, 2022

Description	Amount	Actual % of Expenditures over 5 yrs	Required Expenditure Caps
Total LMIHAF Expended	\$2,176,981.05		
Total LMIHAF spent on Extremely Low-Income	\$708,153.34	33%	Minimum of 30%
Total LMIHAF spent on Households between 60% and 80% AMI	\$0	0	Maximum of 20%

11. SENIOR HOUSING TEST

The percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed-restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period. If this percentage exceeds 50%, then the Housing Successor cannot expend future funds in the LMIHAF to assist additional senior housing units until the Housing Successor or City assists and construction has commenced on a number of restricted rental units that is equal to 50% of the total amount of deed-restricted rental units.

For this report, the ten-year period reviewed is July 1, 2012 through June 30, 2022.

July 1, 2012 June 30, 2022	
No. of assisted senior rental units	0
No. of total assisted rental units	96 ²
Senior Housing Percentage	0%

Covina Gardens at 200 West Rowland Street is a 90-unit rental apartment project, 89 units of which are deed-restricted moderate, low income and very-low income housing. The owner voluntarily provides this housing to seniors only.

12. EXCESS SURPLUS TEST

The amount of any excess surplus, the amount of time that the successor agency has had excess surplus, and the housing successor's plan for eliminating the excess

² Includes 89 units at 200 W. Rowland, 7 units at the YWCA Project

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

surplus.

Excess Surplus calculations were once performed by redevelopment agencies on an annual basis, and were intended to ensure that funds were expended to benefit low and moderate-income households in an expeditious manner. SB 341 reinstates this calculation for housing successors. Excess Surplus is defined by Health and Safety Code Section 34176.1(d) as an unencumbered amount in the account that exceeds the greater of one million dollars (\$1,000,000) or the aggregate amount deposited into the account during the Housing Successor's preceding four fiscal years, whichever is greater.

The four fiscal years preceding the fiscal year for which the excess surplus is being calculated is included in the calculation below.

Excess Surplus Test for FY 2021-2022:

Fund Balance – as of 6-30-2022		\$3,832,417.35
Less unavailable funds* – as of 6-30-2022		\$872,751.92
Land Held for resale		\$0
Total Unavailable Funds		<u>\$872,751.92</u>
Unencumbered fund balance – as of 6-30-2022		\$2,959,665.43
Deposits for the preceding four years:		
Fiscal year 2020-2021	\$792,859.28	
Fiscal year 2019-2020	\$124,712.38	
Fiscal year 2018-2019	\$1,155,031.81	
Fiscal year 2017-2018	\$247,976	
Total deposits	<u>\$2,320,579.47</u>	
Base limitation	<u>\$1,000,000</u>	
Greater amount		<u>\$2,320,579.47</u>
Computed Excess/Surplus		\$639,085.96
Excess/Surplus from prior year:		
Fiscal year 2018-2019 (due to be expended by June 30, 2022)		\$1,322,100.00
Fiscal year 20-21 (due to be expended by June 30, 2024)		<u>\$574,144.81</u>

*\$872,751.92 (bond) + \$0 (unpaid loan)

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

The excess surplus calculated for each fiscal year is required to be encumbered within three (3) years from the end of that fiscal year by the Housing Successor on eligible activities which provide affordable housing for households at or below low income. Eligible activities include new construction, acquisition, substantial rehabilitation, and preservation of affordability. Any amount of excess surplus not encumbered within the three-year period required by the Dissolution Law must be remitted to the State Department of Housing and Community Development ("HCD"), or transferred to another housing successor.

As the general purpose of the excess surplus calculation is to ensure that money is expended for low-income purposes, the best action for the Housing Successor is to expeditiously encumber or expend money currently on deposit. The Housing Authority is presently negotiating for a property which will involve the use of Housing Authority funds.

13. HOMEOWNERSHIP

An inventory of homeownership units assisted by the former redevelopment agency or the housing successor that are subject to covenants or restrictions or to an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund pursuant to subdivision (f) of Section 33334.3. This inventory shall include all of the following information:

(A) The number of those units.

Ownership Units Covenanted to be Affordable as of June 30, 2022	No. of Units
Number of ownership units covenanted to be affordable	18 ³
Total	18

(B) In the first report pursuant to this subdivision, the number of units lost to the portfolio after February 1, 2012, and the reason or reasons for those losses. For all subsequent reports, the number of the units lost to the portfolio in the last fiscal year and the reason for those losses.

Ownership Units Lost to the Portfolio	No. of Units
Number of units lost to the portfolio after February 1, 2012 through June 30, 2021	0
Number of units lost to the portfolio in the last fiscal year (fiscal year ending June 30, 2022) and the reason for the losses	0

³ Includes 6 units at Vintage Walk, 3 at Vintage Walk 2, 8 at Citrus Walk, and 1 Habitat House

COVINA HOUSING AUTHORITY SB 341 COMPLIANCE REPORT

- (C) Any funds returned to the housing successor as part of an adopted program that protects the former redevelopment agency's investment of moneys from the Low and Moderate Income Housing Fund.

Not applicable.

- (D) Whether the housing successor has contracted with any outside entity for the management of the units and, if so, the identity of the entity.

The Housing Successor has not contracted with any outside entity for management of the units.



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: March 21, 2023

Title: Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ended June 30, 2022

Presented by: Anita Agramonte, Administrative Services Director
Theresa Franke, Finance Manager

Recommendation: Receive and file the following reports for Fiscal Year ended June 30, 2022: (1) Annual Comprehensive Financial Report (ACFR) and related Auditor Communications, (2) Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit, and (3) the Single Audit of Federally Assisted Grant Programs.

EXECUTIVE SUMMARY:

Annually, the Finance Division of the Administrative Services Department prepares and publishes the City's Annual Comprehensive Financial Report (ACFR) following the completion of an independent and certified audit. Attached is the June 30, 2022 ACFR and related reports. The ACFR is an extensive report summarizing the financial activities of the City that occurred from July 1, 2021 through June 30, 2022.

BACKGROUND:

The ACFR is prepared in compliance with the Governmental Accounting Standards Board (GASB) requirements and is attached hereto as Attachment A. Pursuant to GASB guidelines, the City's ACFR is divided into three sections: Introductory, Financial, and Statistical. The Introductory Section provides a brief overview of the City and contains a Letter of Transmittal, Organizational Chart and List of Principal Officials. The Financial Section contains the Independent Auditors' Report, Management's Discussion and Analysis (MD&A) and the Basic Financial Statements including Notes to the Financial Statements. The Statistical Section presents a variety of reports useful in analyzing the City's financial and operational history as well as evaluating the City's financial stability.

DISCUSSION:

The audit firm of CliffordLarsonAllen LLP has issued an unmodified ("clean") opinion on the financial statements as presented in the ACFR for the fiscal year ended June 30, 2022. This means that their examination, testing and audit procedures allowed them to conclude that the financial statements present fairly the financial position of the City. This is the best opinion the City can receive from its auditors.

In addition, the independent auditors performed procedures to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution, which requires that California cities establish an annual appropriations limit (the "Gann Limit").

In conformity with the provisions of the Single Audit Act of 1984 and the U.S. Office of Management and Budget Uniform Guidance, the auditors also perform an annual single audit when required. A Single Audit was required and performed by the independent auditors for Fiscal Year ended June 30, 2022.

The ACFR, the Independent Accountants' Report on Agreed-Upon Procedures Applied to Appropriations Limit Worksheet No. 6, the Single Audit of Federally Assisted Grant Programs for Fiscal Year ended June 30, 2022, and related auditor communications are attached. Also attached is the Auditor Letter to the City Council which provides information about the auditor's responsibilities under generally accepted *Government Auditing Standards*, as well as information related to the planned scope and timing of the audit.


FISCAL IMPACT:

None.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Anita Agramonte
Administrative Services Director

Theresa Franke
Finance Manager

Report Approval Details

Document Title:	2022 Annual Comprehensive Financial Report.docx
Attachments:	<ul style="list-style-type: none">- Attachment A – 2022 Annual Comprehensive Financial Report and Related Auditor Communication.pdf- Attachment B - 2022 Appropriations Limit Report.pdf- Attachment C - 2022 Single Audit of Federally Assisted Grant Programs.pdf- Attachment D - 2022 Auditor Letter to City Council.pdf
Final Approval Date:	Mar 16, 2023

This report and all of its attachments were approved and signed as outlined below:

Anita Agramonte

Fabian Velez

Chris Marcarello



California



ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Fiscal Year Ended 30, 2022

CITY OF COVINA, CALIFORNIA

Comprehensive Annual Financial Report

For the fiscal year ended June 30, 2022

Jorge A. Marquez
Mayor

Patricia Cortez
Mayor Pro Tem

Walter Allen, III
Council Member



Victor Linares
Council Member

John C. King
Council Member

Chris Marcarello
City Manager

*Prepared by the City of Covina
Administrative Services Department-Finance Division*

CITY OF COVINA, CALIFORNIA

**ANNUAL COMPREHENSIVE
FINANCIAL REPORT**

**WITH REPORT ON AUDIT
BY INDEPENDENT
CERTIFIED PUBLIC ACCOUNTANTS**

YEAR ENDED JUNE 30, 2022

**PREPARED BY:
ADMINISTRATIVE SERVICES DEPARTMENT – FINANCE DIVISION**

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INTRODUCTORY SECTION

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**CITY OF COVINA, CALIFORNIA
ELECTED AND ADMINISTRATIVE OFFICIALS
2021-2022**

<u>Elected Officials</u>	<u>Term Expires</u>
Mayor: Jorge A. Marquez	June 2022
Mayor Pro Tem: Patricia Cortez	March 2024
Council Members: Walter Allen, III	March 2024
John C. King	June 2022
Victor Linares	June 2022
City Clerk: Mary Lou Walczak	June 2022
City Treasurer: Geoffrey Cobbett	June 2022
 <u>Administrative Staff</u>	 <u>Hire Date</u>
City Manager: * Chris Marcarello	January 2017
City Attorney: * Candice Lee	May 2015
Administrative Services Director: Anita Agramonte	July 2016
Police Chief: David Povero	July 1988
Fire Chief: ** Daryl L. Osby	February 2011
Public Works Director: Andy Bullington	June 2018
Parks and Recreation Director: Lisa Evans	July 1989
Community Development Director: Brian Lee	June 2015
Chief Deputy City Clerk: Nicole Alvarez	May 2015

* Appointed by City Council

** Appointed by Los Angeles County Fire District



CITY OF COVINA

125 East College Street ● Covina, California 91723-2199

March 15, 2023

Honorable Mayor and City Council
City of Covina
Covina, California

The Annual Comprehensive Financial Report for the City of Covina (City), California, as of June 30, 2022 and for the year then ended, is submitted herewith. Responsibility for both the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with the City. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position, results of operations and cash flows of the various funds of the City. All disclosures necessary to enable the reader to gain an understanding of the City's financial activities have been included.

The financial statements are the responsibility of the City's management. Completeness and reliability of the information contained in this report is based upon a comprehensive framework of internal controls that is established for this purpose. The costs of internal control should not exceed the anticipated benefits. The objective of internal controls is to provide reasonable, rather than absolute, assurance that the financial statements are free of any material misstatements.

The Management's Discussion and Analysis (MD&A) interprets the financial reports by analyzing trends and by explaining changes, fluctuations, and variations in the financial data. In addition, the MD&A is intended to disclose any known significant events or decisions that affect the financial condition of the City. MD&A complements this letter of transmittal and should be read in conjunction with it.

Independent Audit. City policy requires that its financial statements be audited by a certified public accountant. CliftonLarsonAllen, Certified Public Accountants, have issued an unqualified ("clean") opinion on the City's financial statements for the fiscal year ended June 30, 2022. The auditor's report on the basic financial statements and required supplementary information is included in the financial section of this report.

The City is legally required to undergo an annual single audit in conformity with the provisions of the Single Audit Act of 1984 and the U.S. Office of Management and Budget Uniform Guidance, *Audits of State and Local Governments*, if total federal grant expenditures exceed \$750,000 in a single year. The City of Covina is a recipient of federal, state and county assistance, and for Fiscal Year 2021-22 it will be subject to the requirements of a Single Audit as it did have Federal expenditures greater than the \$750,000 threshold.

Profile of the City of Covina

The City is a mature, suburban city located twenty-three miles east of downtown Los Angeles in the eastern portion of the San Gabriel Valley. The City encompasses an area of approximately seven square miles and is virtually built out. The current population is 50,449 according to the State of California Department of Finance.

The City is a general law city, incorporated in 1901. The City Council is composed of five members elected biannually at large to four year alternating terms. The Mayor and Mayor Pro Tem are selected by the City Council annually.

The City has a Council/Manager form of government. The City Manager is appointed by the City Council to manage the daily affairs of the City and to implement policies established by the City Council.

This report includes all the funds of the City. The City provides a full range of services including police and fire protection (via a contract with the Los Angeles County Fire Department); construction and maintenance of highways, streets and infrastructure; library and recreational services; public transportation; planning and economic development; housing; and administrative services. In addition to general municipal activities, the City provides water and sewer services.

The Council is required to adopt a final budget by June 30th of each fiscal year. The annual budget serves as the foundation for the City's financial planning and control. The budget is prepared by fund, program (e.g., public safety), and activity (e.g., police patrol). Department heads may transfer resources within each activity as needed. The City Manager may transfer resources between activities within a fund. Transfers between funds require approval from the City Council.

In accordance with the reporting entity definition of the Governmental Accounting Standards Board, the City has included the Covina Public Financing Authority, the Successor Agency for the former Covina Redevelopment Agency (as of February 1, 2012), and the Covina Housing Authority in the financial report.

Several state and county agencies, as well as school districts, provide services to the City but do not meet the established criteria for inclusion, and accordingly are excluded from this report.

Economic Condition and Outlook

Much of the local development of the City occurred during the post-World War II building boom, which took place from the late 1940's through the 1960's. Prior to the building boom, the City was a major citrus producing area.

The character of the City is one of predominantly low to medium density residential and low-intensity commercial and light industrial uses. Single-family residential properties are the most common use. In addition, there are many commercial establishments, particularly community and neighborhood shopping centers, and a relatively large number of small to medium-sized professional offices and light manufacturing operations. The local economy is based on a variety of service, retail, and light manufacturing businesses as well as government agencies.

The City's economy always has been healthy, though relatively small in population and area. The City consistently ranks high in retail sales tax generation and sales tax per capita among San Gabriel Valley cities. This is primarily due to the mix of retail businesses located in the City as well as a voter-approved transaction and use tax. Despite being in the middle of the well-established San Gabriel Valley, Covina retains a small-town atmosphere. The nearby San Bernardino, Foothill, and Orange Freeways, and the Southern California Regional Rail Authority Metrolink Commuter Rail Line link the City to other areas of metropolitan Los Angeles.

Long-term Financial Planning

As part of a financial strategic plan, the City Council developed the following budget policy guidelines for budgetary and financial planning purposes:

Estimated Revenues

- Estimated revenues will be identified by fund, program and activity
- Fund types include general, special revenue, debt service, capital projects, enterprise, agency and internal service funds
- Identify recurring vs. nonrecurring revenues
- Identify general revenues vs. restricted revenues

Appropriations

- Each program will identify activities and the recommended appropriations
- Identify recurring vs. nonrecurring appropriations
- Identify general vs. restricted appropriations
- Continuing appropriations for year-end
 - Encumbrances and contractual commitments
 - Grant, restricted donation and capital project appropriations are considered life-cycle appropriations
 - All other appropriations shall lapse at year-end unless carried forward by City Council action

Fund Balances/Working Capital

- Budget will calculate available fund balances and/or working capital available in the various funds
- Budget will establish adequate reserves
 - Capital needs
 - Offset economic hard times
 - Stabilize fluctuations in cash flow requirements
 - Emergency situations
- General Fund
 - Minimum of 20% of operating expenses-reserve shall be maintained
 - Excess reserves will be designated for nonrecurring activities or capital improvements
- Internal Service Funds
 - Maintain general liability and worker's compensation reserves based on actuarial recommendations.
 - Maintain sufficient reserves to fund equipment replacement at the end of its useful life
- Enterprise Funds
 - Maintain reserves as recommended by applicable rate studies
- Restricted Funds
 - Reserves can be used for only designated purposes
 - Excess reserves can be designated for recurring and nonrecurring activities or capital improvements depending on the nature of the fund

Community Needs Assessment, Monitoring and Reporting

- Identifying community needs for essential services
 - Describing the programs required to provide the essential services
 - Identifying the purpose of activities performed in delivering services
 - Identifying resources required to perform program activities and accomplish goals and objectives
- Monitoring standards to measure and evaluate
 - Output and outcomes of program activities
 - Accomplishment of program activities
 - Staffing levels

- Program activity revenue and appropriations
 - Make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses
 - The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates

Changes in Service Levels

- The base budget is the required appropriation level needed to maintain the previous year's budget service level
- Change in service is the proposed increase or decrease in service level
- Increase in services shall be offset with new revenue or a corresponding decrease in other program services
- Grants shall not have a negative impact on General Fund services
- Future operating grants will not be funded by the General Fund unless there is a new revenue source or decrease in other program services

Budget Shall Be Balanced

- Ongoing and recurring costs shall be funded with ongoing and recurring revenues
- One-time and nonrecurring costs shall be funded with excess ongoing revenues, available one-time revenues or excess reserves
- One-time or nonrecurring revenues shall not fund ongoing costs
- Current costs shall be recognized and funded in the current year, not deferred or funded in future years whenever possible
- Budget sufficient funding levels to maintain current City services
- The General Fund shall try to maintain a minimum \$100,000 operating contingency for unanticipated events
- Make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public
- Formalize a five-year capital improvement program to identify priorities, service levels, funding sources and future impacts of decisions made today.

Infrastructure Maintenance

- Identify preventive maintenance of infrastructure to minimize future expenditures
 - Make conscious effort to amortize capital costs
 - Replacing or expanding existing facilities and equipment
 - With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life

- Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures

Exceptions

- City Council authorization is required except for:
 - Emergencies
 - Legal requirements
 - Accounting changes and prior period adjustments

Implementation

- The City Manager shall be responsible for the preparation and submission of the budget
- The City Manager shall be authorized to make the appropriate changes to adhere to the budget policy
- Staff shall report to the City Council periodically (quarterly or semi-annually at a minimum) with an update on actual revenues and expenditures as shown in the adopted budget

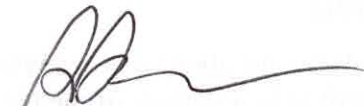
The preparation of the Annual Comprehensive Financial Report was made possible by the dedicated service of the entire staff of the Administrative Services Department Finance Division with special recognition of Theresa Franke, Bessie Zou and Alan Sands. Credit also must be given to the Mayor and City Council for their support for maintaining the highest standards of professionalism in the management of the City of Covina's finances and to the Department Directors for their cooperation and support during the annual audit.

Sincerely,

CITY OF COVINA

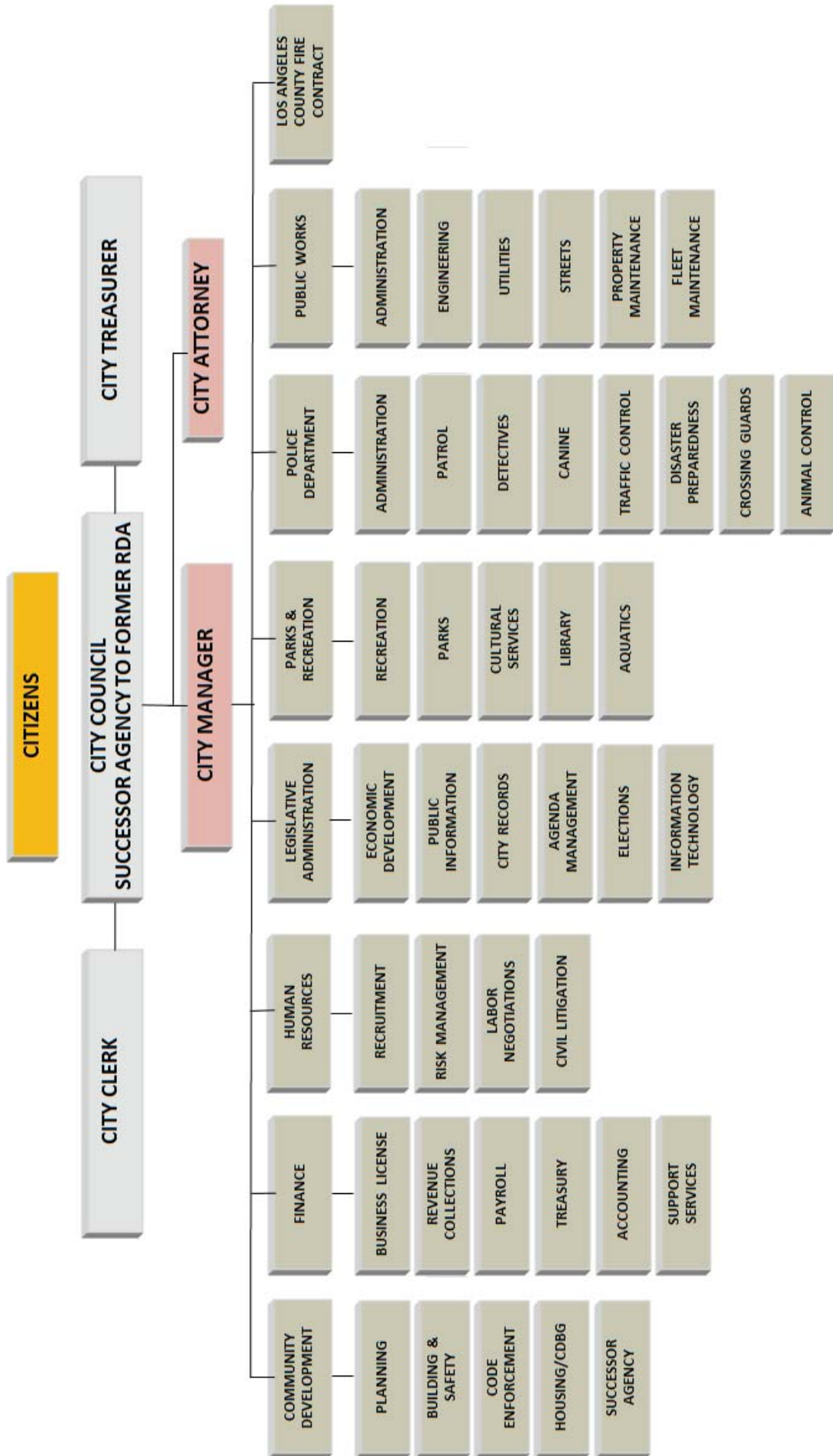


Christopher Marcarello
City Manager



Anita Agramonte
Administrative Services Director

CITY OF COVINA
ORGANIZATIONAL CHART
FISCAL YEAR 2021-2022



FINANCIAL SECTION

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INDEPENDENT AUDITORS' REPORT

The Honorable Mayor and
Members of City Council
of the City of Covina
Covina, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Covina, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City of Covina's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Covina as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Covina and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1 to the financial statements, effective July 1, 2021, the City adopted new accounting guidance, GASB No. 87, *Leases*. Our opinions are not modified with respect to these matters.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

The Honorable Mayor and
Members of City Council
of the City of Covina

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Covina's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Covina's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Covina's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the miscellaneous plan schedule of changes in the net pension liability and related ratios and the schedule of contributions, the safety plan schedule of proportionate share of the net pension liability and the schedule of contributions, the other post-employment benefit plan schedule of changes in the net OPEB liability and related ratios and the schedule of contributions - OPEB and the budgetary comparison schedules for the General Fund and Other Grants Fund be presented to supplement the financial statements. Such information, is the responsibility of management and although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the required supplementary information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Covina's basic financial statements. The individual fund schedules and combining financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the individual fund schedules and combining financial statements and internal service funds is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The Honorable Mayor and
Members of City Council
of the City of Covina

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2023, on our consideration of the City of Covina's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Covina's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Covina's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Irvine, California
March 15, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of the City of Covina's (City) financial performance provides an overview of the City's financial activities for the fiscal year ended June 30, 2022. This report is prepared in conjunction with the accompanying transmittal letter and basic financial statements and notes.

FINANCIAL HIGHLIGHTS

- * The assets and deferred outflows of the City exceeded its liabilities and deferred inflows at the close of the fiscal year by \$115,811,381. The Governmental Activities have a deficit unrestricted net position of \$30,538,742. Business-type Activities have unrestricted net position of \$15,308,140.
- * The City's net position for governmental and business-type activities increased by \$8,926,427 or 8.35% from the previous fiscal year.
- * The total cost of all City activities was \$71,975,286 for the current fiscal year. Net cost of all activities was \$32,450,265.
- * During the current fiscal year, the City's governmental activities net revenues exceeded net expenditures by \$8,873,857.
- * In the City's business-type activities, net revenues exceeded net expenditures by \$52,570.
- * The total fund balance of the City's governmental funds was \$42,175,652 at the close of the fiscal year. This includes \$27,399,126 fund balance of the General Fund, \$6,786,935 of which is unassigned and is available for spending at the City's discretion (see note 14 of Notes to the Financial Statements).
- * General Fund revenues and other financing sources (uses) exceeded expenditures by \$6,598,907 for the fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The report also contains required supplementary information and other supplementary information in addition to the basic financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide a broad overview of the City's finances, in a manner similar to private-sector business.

Statement of Net Position

The Statement of Net Position presents information on all of the City's assets, deferred outflows, liabilities and deferred inflows, the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

Statement of Activities

The Statement of Activities presents information showing how the City's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) and from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include General Government, Public Safety, Public Works, Culture and Recreation, Community Development, Transit, Redevelopment and Housing, and Interest on Long-Term Debt. The business-type activities include Water Utility, Environmental Protection, and Sewer.

The government-wide financial statements include not only the City itself (known as the *primary government*) but also the blending of the legally separate Covina Public Financing Authority, and Covina Housing Authority

MANAGEMENT'S DISCUSSION AND ANALYSIS

for which the City is financially accountable. These *component units* are therefore included as an integral part of the primary government.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided in three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

The focus of governmental funds is narrower than that of the government-wide financial statements; it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. This will provide a better understanding of the long-term impact of the City's near-term financing decisions. The Governmental Fund Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate the comparison between *governmental funds* and *governmental activities*.

The City maintains twenty-six individual governmental funds. Information is presented separately in the governmental funds Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balances for the General Fund and Other Grants Fund which are considered to be major funds. Information from the other non-major governmental funds is combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of *combining statements* in the supplementary information section of the report.

The City adopts an annual appropriated budget for all of the governmental funds. Budgetary comparison schedules have been provided in the required supplementary information section for the General fund to demonstrate compliance with the budget. Budgetary comparison schedules have been provided in the supplementary information section for the non-major governmental funds.

Proprietary Funds

The City maintains two different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City's enterprise funds account for the Water Utility, Environmental Protection and Sewer. *Internal service funds* are used to accumulate and allocate costs internally among various City functions. The City's internal service funds account for Information Technology, Central Equipment, Workers' Compensation, and Public Liability. These services predominately benefit governmental and have been allocated within the *governmental activities* in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water Utility, Environmental Protection and Sewer. Water and Sewer funds are considered to be major funds of the City. Conversely, all Central Equipment, Information Technology, Workers' Compensation, and Public Liability internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of *combining statements* in the supplementary information section of this report.

Fiduciary Funds

Fiduciary funds (private purpose trust fund and custodial fund) are used to account for the assets and activities for which the City acts as trustee. The Statement of Fiduciary Net Position reports the assets and liabilities of the fund and the net position is reported as "held in trust for others".

The government-wide financial statements exclude fiduciary funds.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Notes to the Financial Statements

The *Notes to the Financial Statements* provide additional information that is essential to the full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Total Net Position

Net position reflects the excess of assets and deferred outflows of resources over liabilities and deferred inflows of resources and may serve over time as a useful indicator of the City's financial position.

As detailed in the *Government-Wide Financial Statements-Statement of Net Position*, the City's total net position for governmental and business-type activities was \$115.8 million at the close of the fiscal year, which is an increase of \$8.9 million or 8.35% from the previous fiscal year.

The largest portion of that net position, \$115 million, is in capital assets (land, buildings and structures, infrastructure, and machinery and equipment) less any related debt outstanding used to acquire those assets. Capital assets are acquired for the purpose of providing services and infrastructure and are unavailable for future spending. Resources needed to repay related debt outstanding must be provided from other sources before liquidating capital assets to satisfy these liabilities.

Additionally, \$16.07 million of the City's total net position represents resources that are subject to external restrictions such as public safety, transit, and capital projects. Those restrictions are designated by certain federal, state, and local statutes and may not be used by the City for ongoing obligations to citizens and creditors. This leaves the City with a deficit unrestricted net position of \$15.23 million.

Governmental Activities

This analysis focuses on the net position and changes in net position of the City's governmental activities, as presented in the Statement of Net Position.

The net position of the governmental activities represents 59.20% of the City's total net position. As reflected in the following table, restricted governmental activities net position increased by \$664,088 (4%) from the previous fiscal year. This portion of net position is subject to external restrictions relating to public safety, public works, culture and recreation, transit and redevelopment and housing.

Governmental Activities Net Position

	2022	2021
Current and other assets	\$ 70,200,873	\$ 49,819,905
Capital assets	90,770,746	89,652,961
Deferred outflows	64,371,978	13,869,664
Total Assets and deferred outflows	<u>225,343,597</u>	<u>153,342,530</u>
Long-term liabilities outstanding	120,818,749	85,736,046
Other liabilities	10,422,112	4,436,593
Deferred inflows	25,542,057	3,483,069
Total Liabilities and deferred inflows	<u>156,782,918</u>	<u>93,655,708</u>
Net position:		
Net Investment in capital assets	83,025,178	81,877,731
Restricted	16,074,243	15,410,155
Unrestricted	<u>(30,538,742)</u>	<u>(37,601,064)</u>
Total net position	<u>\$ 68,560,679</u>	<u>\$ 59,686,822</u>

The following table compares fiscal year changes in revenues and expenses in governmental activities that comprise net position, as found in the Statement of Activities.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Governmental Activities Change in Net Position

Revenues	2022	2021
Program revenues:		
Charges for services	\$ 8,723,240	\$ 8,155,187
Operating grants and contributions	13,635,757	9,809,684
Capital grants and contributions	567,243	1,087,845
General revenues:		
Property taxes	15,338,132	14,862,914
General sales tax	11,426,354	10,793,459
Transaction and use tax	8,823,059	8,098,540
Utility users taxes	5,082,103	4,847,226
Other taxes	2,984,040	2,797,678
Investment earnings	(1,162,614)	(257,680)
Gain/(Loss) on sale of capital assets	462,215	
Miscellaneous	1,230,450	478,063
Total Revenues	67,109,979	60,672,916
Expenses		
General government	882,985	3,131,410
Public safety	45,084,190	34,239,989
Public works	6,580,415	8,476,656
Culture and recreation	1,600,700	4,393,945
Community development	2,333,315	2,481,925
Transit	862,651	2,646,439
Redevelopment and housing	183,561	912,707
Interest on long term debt	708,305	238,058
Total expenses	58,236,122	56,521,129
Increase (Decrease) in net position before transfers		
Change in net position	8,873,857	4,151,787
Beginning net position	59,686,822	54,540,723
Restatements	-	994,312
Ending net position	\$ 68,560,679	\$ 59,686,822

As reflected above, the City's net revenues exceeded net expenses of governmental activities by \$8.87 million. Compared to the previous year, 2022 revenues show an increase of \$6.4 million while expenses increased by \$1.7 million.

The revenue increase in Charges for Services of \$568,000 includes increases in General Government activities of \$175,000, which is partly attributable to increased antenna rental income of \$99,000. In addition, penalties were collected during the entire fiscal year, unlike periods during the prior two prior fiscal years when penalties were suspended due to the COVID pandemic. This contributed to increases in General Government and Public Safety revenue. Overnight parking fees also were collected for the entire fiscal year, which accounts for an increase of \$144,000 to Public Safety's total revenue. Other changes in Public Safety, such as increases in parking fines, are offset by reductions in patrol court fines which contributed to a net revenue increase of \$332,000. Culture and Recreation experienced a \$343,000 increase, due largely to the re-instatement of activities which had been limited or cancelled in prior fiscal years due to the COVID pandemic. In Community Development, there was increased fee revenue of \$200,000 due in large part to increased revenue associated with the Recreation Village Project. This revenue was offset by a reduction in Plan Review fees. Public Works experienced a revenue decrease of \$500,000, due largely to reduced development impact fees, offset slightly by increased Engineering Services revenue. Transit experienced a modest increase of \$19,000, and Housing revenues increased by \$18,000.

MANAGEMENT'S DISCUSSION AND ANALYSIS

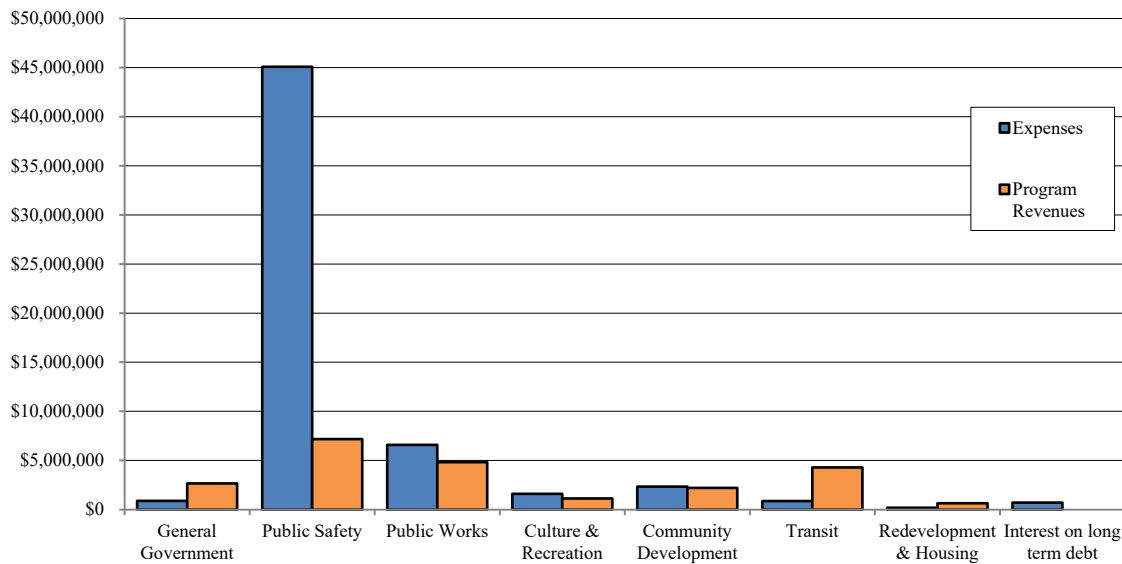
In addition to the above departmental revenue changes, Operating Grants increased by \$3.3 million. Of this, \$3.2 million reflects American Rescue Plan Act (ARPA) funds awarded to the City as part of the Federal Government's COVID relief efforts, the majority of which is reflected in Public Safety. Capital Grants and Contributions decreased by \$837,800, as the 2021 amount included a grant for Banna Park development.

Property tax revenue increased at a more modest rate than the previous fiscal year, as did sales and transaction and use taxes. Nonetheless, the total increases for those three revenue sources was \$1.8 million. Other taxes, including utility users tax, increased by \$421,000.

The change to other revenue sources reflect an increase in Miscellaneous Revenue reflecting increased transfers to Internal Service Funds from Enterprise Funds. Investment earnings reflect a reduction in the market value of City investments, most notably Local Agency Investment Fund (LAIF) valuations.

Net expenses reflected on the Statement of Activities are good indications of the extent to which the services provided by the City are financed from taxes paid by the citizens (general revenues) as opposed to recovering the cost of these services with user fees and other contributions (program revenues). General Government, Transit, and Redevelopment and Housing program revenues were sufficient to cover related expenses. Public Safety, Public Works, and Culture & Recreation required general revenues to cover activities. Expenses and associated program revenues for each governmental function are reflected on the following table. Increases in staffing costs reflect negotiated wage increases as well as increases to pension liability costs.

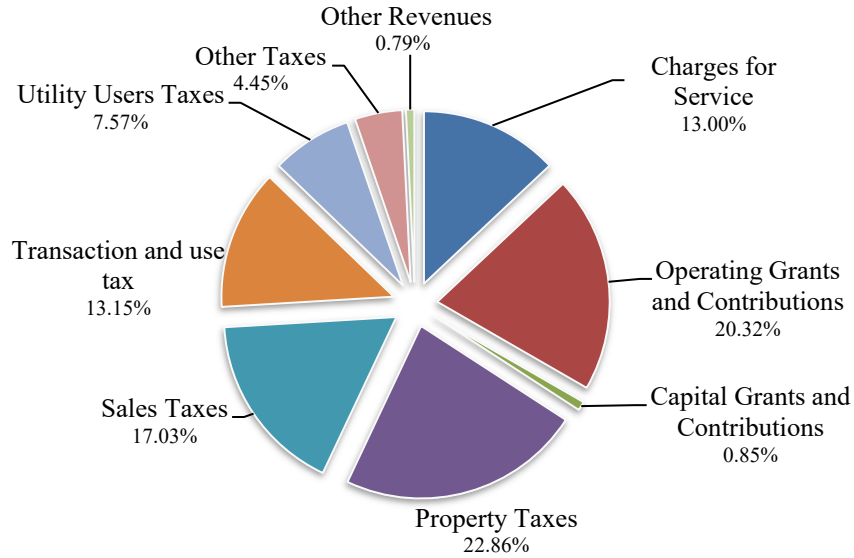
Expenses and Program Revenues-Governmental Activities



As reflected on the following graph, taxes, operating grants and contributions, and charges for services provide 100% of the overall revenue sources of the governmental activities. Taxes include property, sales, utility users and other taxes (transient occupancy, property transfer, business license and franchise).

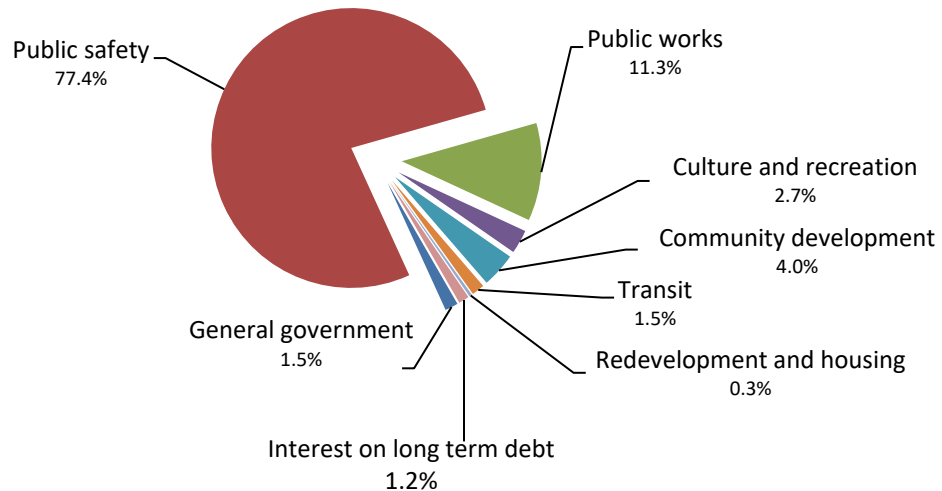
MANAGEMENT'S DISCUSSION AND ANALYSIS

Revenue Sources-Governmental Activities



The next graph demonstrates governmental activity expenses by function/program. Note that public safety and public works represent 88.7% of the governmental activities' expenditures; this is consistent with the City's highest priority of citizen safety and well-being. Culture and recreation represent 2.7% of governmental activities as the City is committed to providing valuable programs to the community.

Functions/Program Expenses-Governmental Activities



MANAGEMENT'S DISCUSSION AND ANALYSIS

Business-type Activities

The analysis of business-type activities focuses on the net position and changes in net position of the City's Water Utility, Environmental Protection, and Sewer functions. The following table summarizes the business-type net position for fiscal years 2021 and 2022. Current year detail can be found in the *Government-Wide Financial Statements, Statement of Net Position*.

Business-Type Activities Net Position

	2022	2021
Current and other assets	\$ 30,484,093	\$ 35,611,102
Capital assets	53,217,973	50,206,724
Deferred outflows of resources	8,441,833	1,685,998
Total assets and deferred outflows	<u>92,143,899</u>	<u>87,503,824</u>
Long-term liabilities outstanding	40,448,021	37,719,469
Other liabilities	1,941,926	2,164,435
Deferred inflows of resources	2,503,250	421,788
Total liabilities	<u>44,893,197</u>	<u>40,305,692</u>
Net position		
Net Investment in capital assets	31,942,562	32,679,206
Restricted		
Unrestricted	15,308,140	14,518,926
Total net position	<u>\$ 47,250,702</u>	<u>\$ 47,198,132</u>

The net position of the business-type activities represents 40.8% of the City's total net position and increased by \$52,570 from the previous year. Restricted net position reflects amounts established for emergency needs and bond proceeds which are restricted to capital projects. The revenue and expense activity which generated the change in business type net position is reflected on the following table.

Business-type Change in Net Position

	2022	2021
Revenues		
Program Revenues:		
Charges for services	\$ 16,306,957	\$ 15,919,788
Operating grants and contributions	291,824	-
General revenues-investment gain (loss)	(1,786,768)	1,609,324
Total Revenues	<u>14,812,013</u>	<u>17,529,112</u>
Expenses		
Water Utility	10,333,944	10,893,841
Environmental Protection	1,341,932	1,047,347
Sewer	2,063,288	2,485,405
Total Expenses	<u>13,739,164</u>	<u>14,426,593</u>
Change in net position before transfers	1,072,849	3,102,519
Transfers in (out)	(1,020,279)	(22,340)
Change in net position	<u>\$ 52,570</u>	<u>\$ 3,080,179</u>

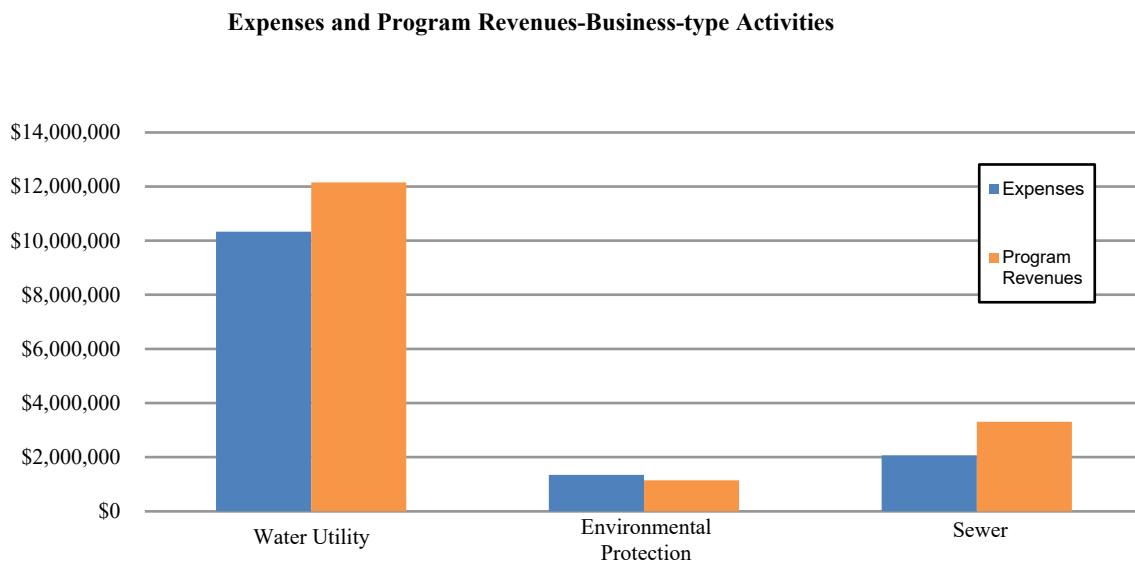
MANAGEMENT’S DISCUSSION AND ANALYSIS

As reflected above, the City’s business-type charges for services revenues exceeded program expenses by \$2.6 million. Total business-type program revenues increased by \$679,000 from the prior fiscal year. This includes a \$178,000 increase in water service charges and \$292,000 increase in Water Fund Grants reflecting revenue from a State funded grant to assist water customers during the COVID pandemic. Environmental protection service charges were \$2,500 less than the prior year, while sewer utility revenue increased by \$211,000. General revenues decreased by \$4.4 million due predominately to decreased earnings in the City’s investment in Covina Irrigating Company which experienced reduced water sales and increased operating costs. Increased transfers to internal service funds also contributed to the difference.

Water and Sewer charges for services/operating grants were sufficient to cover both operating and interest expenses for the respective functions during the fiscal year. Environmental Protection’s expenses exceeded charges for services by \$200,000, due in part to improvements to the Downtown Parking structure as well as increased transfers to the Internal Service Funds which had been underfunded in prior years.

Business-type expenses attributable to Water and Sewer utilities decreased by \$982,000 from the previous fiscal year due in large part to a reduction in the actuarially calculated net pension liability. Because this reduction is based on investment returns as of June 30, 2021, it is anticipated that the upcoming valuation may reflect increased pension liabilities.

Expenses and associated program revenues for each business-type function are reflected on the following table.



As reflected on the following chart, charges for services are the major source of revenue to be used for business-type activity operating and capital maintenance costs. Water Utility Charges for Services include water sales, service fees, connection fees and other miscellaneous charges. Environmental protection charges include fees for refuse and recycling services, compressed Natural Gas (CNG), and permit fees for storm water and industrial waste. Sewer charges for services include fees established to recover the cost of operating the sewer system throughout the City. Other revenues reflect investment earnings.

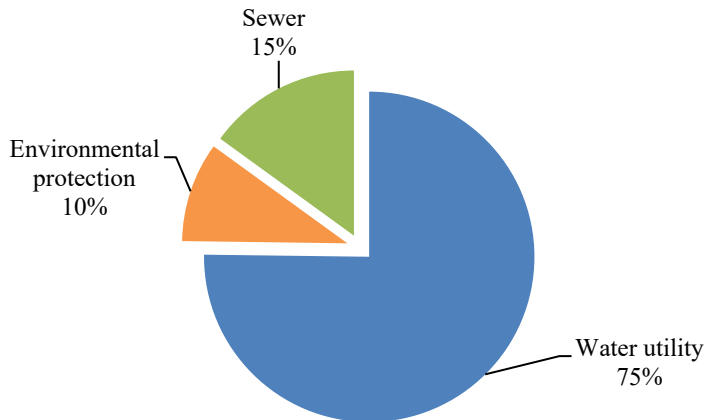
MANAGEMENT'S DISCUSSION AND ANALYSIS

Revenues by Source - Business-type Activities



The next chart demonstrates business-type activity expenses by function/program. Water comprises the majority of expenses, which includes water source and supply resale, administration, and depreciation.

Expenses by Function/Program - Business-type Activities



FINANCIAL ANALYSIS OF THE CITY FUNDS

The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of City government, reporting City operations in more detail than government-wide statements.

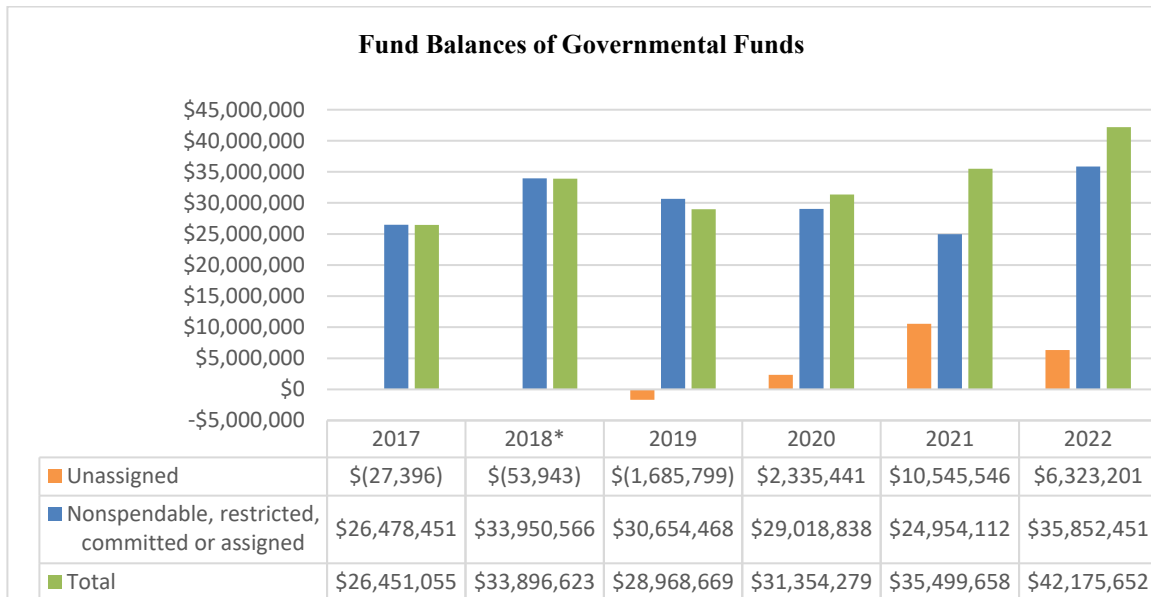
Governmental Funds

The focus of *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. This information assesses the City's financing requirements. *Unassigned fund balance* is a measure of the City's net resources available for designation or spending at the end of the fiscal year.

As of June 30, 2022, the City's governmental funds reported combined fund balances of \$42.2 million, an increase of \$6.7 million from the prior fiscal year. There is \$6.3 million of *Unassigned fund balance* available for designation and/or future spending at the City's discretion. The remaining fund balance is nonspendable, restricted, committed or assigned and is not available for spending at the City's discretion, as detailed in Note 14 of *Notes to the Financial Statements*.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The following is a summary of fund balances of the governmental funds for fiscal years 2017-2022:



*Certain balances have been restated due to prior period adjustments.

The General Fund is the chief operating fund of the City. As displayed in the *Governmental Fund Financial Statements-Balance Sheet*, the fund balance of the General Fund at the end of Fiscal Year 2021-22 was \$27.4 million and is classified as follows: \$82,000 non-spendable, \$20.1 million committed, \$7,000 assigned, and \$6.8 million unassigned. In keeping with the City Council's Reserve Policy, the committed fund balance meets the City's Emergency Contingency Reserve requirement of 20% of General Fund expenditures. Additionally, the unassigned fund balance in the General Fund represents 7.3% of total General Fund expenditures.

The fund balance of the General Fund increased by \$6.6 million during the fiscal year. While revenues increased by \$2.2 million, expenditures increased by \$50 million. In 2022, the City issued Pension Obligation Bonds, whose proceeds were used to pay additional unfunded pension liability. This additional expense of approximately \$47.8 million was offset by \$52 million in bond debt proceeds.

Proprietary Funds

The City's proprietary funds financial statements provide the same type of information found in the government-wide statements, but provide detail specific to the City's water utility, environmental and sewer enterprises.

Net position of the Water Utility fund is \$38 million, a decrease of \$611,000 from the prior fiscal year. Of that, \$12.1 million is unrestricted. Environmental Protection fund has a net position of \$1.8 million with unrestricted net position decreasing to \$478,000 from \$874,000 in the prior year. The net position of the Sewer fund increased to \$9.2 million from \$8.4 million in the prior year. Of that, \$4.4 million is unrestricted. Other factors concerning the finances of these three funds are addressed in the discussion of the business-type activities.

General Fund Budgetary Highlights

Appropriation differences between the original budget and the final budget are \$59.4 million which represents a 133% increase. The increase reflects additional unfunded pension liability that was paid with proceeds received from issuance of Pension Obligation Bonds. Mid-year adjustments included negotiated benefits that were not included in the initially adopted budget, as well as increases pertaining to utilities, janitorial services, building maintenance, computer maintenance, training and over-time costs in the Police Department, increase in legal fees in Human Resources and in Code Enforcement and an increase in consulting fees in Community

MANAGEMENT'S DISCUSSION AND ANALYSIS

Development to fund a development impact fee study and an ADU assessment. The increases were offset by reductions in various programs within the Parks and Recreation and Library department.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

The City's investment in capital assets for governmental and business-type activities as of June 30, 2022, is \$144 million (net of accumulated depreciation). Capital assets include buildings and structures, improvements other than buildings, domain infrastructure, water system infrastructure, sanitary sewer infrastructure, machinery and equipment, and construction in progress. The following table is a summary of capital assets (net of accumulated depreciation) at June 30, 2022 and 2021.

Capital Assets (net of depreciation)		
	2022	2021
Governmental activities		
Land	\$12,335,553	\$11,882,165
Buildings and structures	26,145,088	26,507,216
Improvements other than buildings	8,703,523	7,768,211
Public domain infrastructure	35,158,532	35,461,243
Sanitary sewer infrastructure	1,712,817	1,777,554
Machinery and equipment	3,126,238	2,834,118
Construction in progress	3,349,224	3,422,454
Right to use assets	239,771	-
Total governmental activities	<u>\$90,770,746</u>	<u>\$89,652,961</u>
Business-type activities		
Land	377,408	377,408
Buildings and structures	9,007,187	8,914,113
Improvements other than buildings	1,466,540	569,803
Water system infrastructure	39,503,830	36,691,351
Machinery and equipment	1,690,145	1,945,882
Construction in progress	1,159,018	1,708,167
Right to use assets	13,845	-
Total business-type activities	<u>53,217,973</u>	<u>50,206,724</u>
Total capital assets	<u><u>\$143,988,719</u></u>	<u><u>\$ 139,859,685</u></u>

Total capital assets, net of depreciation, increased from the prior year by \$4.1 million. This is due largely to the Grand Water Main Replacement and the Sewer Relief Line project in business-type activities. Note 9 of *Notes to the Financial Statements* provide additional capital asset information.

Debt Administration

At the end of the fiscal year, the City had total long-term debt outstanding of \$161.3 million. This includes notes, leases, revenue bonds payable, other post-employment benefits and net pension liabilities. On the following page is a summary of the outstanding debt (net of unamortized charges) at June 30, 2022 and 2021.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Outstanding Debt (net of unamortized charges)		
	<u>2022</u>	<u>2021</u>
Governmental activities		
Compensated absences	\$ 4,031,459	\$ 3,753,275
Claims and judgments	7,718,000	7,682,000
Certificates of participation payable (COP)	4,876,509	5,083,068
Pension Obligation Bonds	54,939,654	-
Lease Payable	227,389	-
Section 108 loan	2,000,000	2,125,000
Postemployment benefit obligation	4,510,568	5,186,444
Net pension liability	<u>42,515,170</u>	<u>61,906,259</u>
Total governmental activities	<u>120,818,749</u>	<u>85,736,046</u>
Business-type activities		
Compensated absences	608,089	523,436
Capital lease payable	13,934	-
Water Installment Agreement	17,132,316	18,290,271
Revenue bonds payable	7,370,000	8,210,000
Pension Obligation Bonds	7,855,346	-
Postemployment benefit obligation	1,587,567	1,844,321
Net pension liability	<u>5,880,768</u>	<u>8,851,440</u>
Total business-type activities	<u>40,448,020</u>	<u>37,719,468</u>
Total outstanding debt	<u><u>\$ 161,266,769</u></u>	<u><u>\$ 123,455,514</u></u>

The increase in long-term debt from 2021 to 2022 in governmental activities was \$35.1 million predominately due to the issuance of Pension Obligation Bonds, the proceeds of which were used to reduce future years' unfunded pension liability. Business-type activities liabilities increased by \$2.7 also due to the Pension Obligation Bonds and offset by reductions in other bonds payable balances and the net pension liability.

The Covina Public Financing Authority maintains an "AA-" S&P Global rating for the wastewater revenue bonds.

Additional information on the City's long-term debt and other long-term liabilities can be found in Note 13, Note 10, and Note 17 of the *Notes to the Financial Statements*.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The City applied sound budgeting practices and considered new residential and retail development in formulating a balanced budget for Fiscal Year 2022-23. Prudent, cost-saving budget practices, including proactive debt management, will continue into future years.

The conservative budget policies put in place by Council direction, emphasized by the City Manager and supported by staff, as well as the voter approved transaction and use tax measure have enabled the City of Covina to remain fiscally solvent. As reflected on Note 14 of *Notes to the Financial Statements*, the City's emergency contingency reserve meets the 20% of General Fund expenditures requirements established as the Council's goal set forth in the City's budget policy.

The City continues to be cautiously conservative in revenue and expenditure projections. With that in mind, the Fiscal Year 2022-23 budget projects an overall increase in revenues in comparison to Fiscal Year 2021-22. The increase is a reflection of increased tax revenues as well as American Rescue Plan Act (ARPA) funds.

In total, the City has been awarded approximately \$11.4 million in ARPA funds. The monies must be obligated for use by December 31, 2024 and fully expended by December 31, 2026. The City Council has allocated the funds to programs supporting the public health response to COVID and addressing related negative economic impacts.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Department budgets reflect slight increases attributed to increases in PERS unfunded liability costs and negotiated MOU adjustments, as well as the increase in the City's Fire Contract with Los Angeles County.

REQUESTS FOR INFORMATION

This financial report is intended to provide a general overview of the City's finances. A copy of the financial report is available for review at the Covina Public Library, 234 North Second Avenue, Covina, California, 91723. You may also find a copy of the report online at www.covinaca.gov. Questions concerning any of the information provided in this report should be addressed to City of Covina Finance Division, 125 East College Street, Covina, California, 91723.

FINANCIAL STATEMENTS

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CITY OF COVINA
STATEMENT OF NET POSITION
JUNE 30, 2022

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and Investments	\$ 60,627,465	\$ 18,825,371	\$ 79,452,836
Cash and Investments - Restricted	-	3,399,850	3,399,850
Cash With Fiscal Agent	43	-	43
Receivables:			
Accounts, Net	533,115	2,155,952	2,689,067
Due from Other Governments	5,700,315	88,134	5,788,449
Other	493,985	-	493,985
Loans and Notes	317,741	-	317,741
Internal Balances	1,726,137	(1,726,137)	-
Leases	635,895	-	635,895
Inventories	51,205	65,726	116,931
Prepaid Items and Deposits	114,972	10,504	125,476
Investment in Covina Irrigating Company:	-	7,664,693	7,664,693
Capital Assets:			
Not Being Depreciated	15,684,777	1,536,426	17,221,203
Being Depreciated, Net	75,085,969	51,681,547	126,767,516
Total Assets	160,971,619	83,702,066	244,673,685
DEFERRED OUTFLOWS OF RESOURCES			
Deferred Amount on Refunding	-	86,489	86,489
OPEB Related	1,415,470	512,533	1,928,003
Pension Related	62,956,508	7,842,811	70,799,319
Total Deferred Outflows Of Resources	64,371,978	8,441,833	72,813,811
LIABILITIES			
Accounts Payable	2,178,214	641,099	2,819,313
Accrued Liabilities	832,817	103,874	936,691
Deposits Payable	1,107,873	982,087	2,089,960
Interest Payable	59,845	198,630	258,475
Due to Other Governments	222,880	-	222,880
Unearned Revenue	6,020,483	16,236	6,036,719
Noncurrent Liabilities:			
Due Within One Year	5,730,685	2,549,631	8,280,316
Due in More Than One Year:			
Long-Term Liabilities	68,062,326	30,430,055	98,492,381
Net Other Postemployment Benefit Liability	4,510,568	1,587,567	6,098,135
Net Pension Liability	42,515,170	5,880,768	48,395,938
Total Liabilities	131,240,861	42,389,947	173,630,808
DEFERRED INFLOWS OF RESOURCES			
Deferred Amount on Refunding	-	119,925	119,925
Deferred Inflow Leases	590,283	-	590,283
OPEB Related	859,869	320,124	1,179,993
Pension Related	24,091,905	2,063,201	26,155,106
Total Deferred Inflows of Resources	25,542,057	2,503,250	28,045,307
NET POSITION			
Net Investment in Capital Assets	83,025,178	31,942,562	114,967,740
Restricted for:			
Public Safety	351,149	-	351,149
Public Works	4,318,170	-	4,318,170
Community Development	364,556	-	364,556
Culture and Recreation	961,494	-	961,494
Transit	6,246,458	-	6,246,458
Redevelopment and Housing	3,832,416	-	3,832,416
Unrestricted (Deficit)	(30,538,742)	15,308,140	(15,230,602)
Total Net Position	\$ 68,560,679	\$ 47,250,702	\$ 115,811,381

See accompanying Notes to Financial Statements.

**CITY OF COVINA
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022**

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
GOVERNMENTAL ACTIVITIES				
General Government	\$ 882,985	\$ 2,602,937	\$ 60,222	\$ -
Public Safety	45,084,190	2,049,262	5,116,480	-
Public Works	6,580,415	970,378	3,861,432	-
Culture and Recreation	1,600,700	687,296	127,534	317,238
Community Development	2,333,315	2,045,672	153,984	-
Transit	862,651	126,513	3,914,586	250,005
Redevelopment and Housing	183,561	241,182	401,519	-
Interest on Long-Term Debt	708,305	-	-	-
Total Governmental Activities	58,236,122	8,723,240	13,635,757	567,243
BUSINESS-TYPE ACTIVITIES				
Water Utility	10,333,944	11,859,488	291,824	-
Environmental Protection	1,341,932	1,142,051	-	-
Sewer Utility	2,063,288	3,305,418	-	-
Total Business-Type Activities	13,739,164	16,306,957	291,824	-
Total	\$ 71,975,286	\$ 25,030,197	\$ 13,927,581	\$ 567,243

GENERAL REVENUES

Taxes:

Property Taxes (Net of Pass-Through Payments)

General Sales Tax

Transaction and Use Tax

Transient Occupancy Taxes

Property Transfer Taxes

Business License Taxes

Utility Users Taxes

Franchise Taxes

Investment Earnings

Investment Gain (Loss) in Covina Irrigating Company

Gain on Property Sale

Miscellaneous

Transfers

Total General Revenues

CHANGE IN NET POSITION

Net Position - Beginning of Year

NET POSITION - END OF YEAR

See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF ACTIVITIES (CONTINUED)
YEAR ENDED JUNE 30, 2022

Net (Expense) Revenue and Changes in Net Assets		
Governmental Activities	Business-Type Activities	Total
\$ 1,780,174	\$ -	\$ 1,780,174
(37,918,448)	-	(37,918,448)
(1,748,605)	-	(1,748,605)
(468,632)	-	(468,632)
(133,659)	-	(133,659)
3,428,453	-	3,428,453
459,140	-	459,140
(708,305)	-	(708,305)
(35,309,882)	-	(35,309,882)
-	1,817,368	1,817,368
-	(199,881)	(199,881)
-	1,242,130	1,242,130
-	2,859,617	2,859,617
(35,309,882)	2,859,617	(32,450,265)
15,338,132	-	15,338,132
11,426,354	-	11,426,354
8,823,059	-	8,823,059
95,950	-	95,950
278,481	-	278,481
363,496	-	363,496
5,082,103	-	5,082,103
2,246,113	-	2,246,113
(1,162,614)	139,389	(1,023,225)
-	(1,926,157)	(1,926,157)
462,215	-	462,215
210,171	-	210,171
1,020,279	(1,020,279)	-
44,183,739	(2,807,047)	41,376,692
8,873,857	52,570	8,926,427
59,686,822	47,198,132	106,884,954
\$ 68,560,679	\$ 47,250,702	\$ 115,811,381

See accompanying Notes to Financial Statements.

**CITY OF COVINA
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2022**

	General Fund	Other Grants Fund	Other Governmental Funds	Total Governmental Funds
ASSETS				
Cash and Investments	\$ 25,190,957	\$ 3,204,248	\$ 17,756,493	\$ 46,151,698
Cash and Investments With Fiscal Agent	-	-	43	43
Receivables:				
Interest	95,799	-	180	95,979
Utility User Tax	398,006	-	-	398,006
Accounts	396,881	4,583	36,320	437,784
Leases	520,247	-	115,648	635,895
Loans	-	-	317,741	317,741
Due from Other Governments	4,343,747	66,123	1,290,445	5,700,315
Due from Other Funds	150,026	-	-	150,026
Prepaid Items	82,179	-	7,949	90,128
Total Assets	<u>\$ 31,177,842</u>	<u>\$ 3,274,954</u>	<u>\$ 19,524,819</u>	<u>\$ 53,977,615</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
LIABILITIES				
Accounts Payable	\$ 1,032,233	\$ 16,177	\$ 987,259	\$ 2,035,669
Accrued Liabilities	833,180	(398)	35	832,817
Deposits Payable	1,023,344	364	84,165	1,107,873
Due to Other Funds	-	-	150,026	150,026
Due to Other Governments	-	-	222,880	222,880
Unearned Revenue	380,109	3,143,102	2,497,272	6,020,483
Total Liabilities	<u>3,268,866</u>	<u>3,159,245</u>	<u>3,941,637</u>	<u>10,369,748</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred Inflows - Leases	475,486	-	114,797	590,283
Unavailable Revenue	34,364	32,902	774,666	841,932
Total Deferred Inflows of Resources	<u>509,850</u>	<u>32,902</u>	<u>889,463</u>	<u>1,432,215</u>
FUND BALANCES				
Nonspendable	82,179	-	7,949	90,128
Committed	20,136,982	-	-	20,136,982
Restricted	385,762	82,807	15,149,504	15,618,073
Assigned	7,268	-	-	7,268
Unassigned	6,786,935	-	(463,734)	6,323,201
Total Fund Balances	<u>27,399,126</u>	<u>82,807</u>	<u>14,693,719</u>	<u>42,175,652</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 31,177,842</u>	<u>\$ 3,274,954</u>	<u>\$ 19,524,819</u>	<u>\$ 53,977,615</u>

See accompanying Notes to Financial Statements.

CITY OF COVINA
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2022

Total Fund Balances for Governmental Funds \$ 42,175,652

Amounts reported for governmental activities in the Statement of Net Position are different because:

Capital assets, net of accumulated depreciation, used in governmental activities are not current financial resources and, therefore are not reported in the fund financial statements. This amount does not include \$1,273,389 of internal service funds net capital assets.

Capital Assets not Being Depreciated	\$ 15,684,777	
Capital Assets Being Depreciated	197,630,630	
Accumulated Depreciation	<u>(123,818,050)</u>	89,497,357

Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities.

All liabilities, both current and long-term, are reported in the Statement of Net Position. Balances at June 30, 2022 are:

Loan Payable	(2,000,000)	
Bonds Payable	(4,680,000)	
Pension Obligation Bonds	(52,646,184)	
Bond Premium	(196,509)	
Leases	(81,462)	
Compensated Absences	(3,784,659)	
Accrued Interest	<u>(39,265)</u>	(63,428,079)

Pension and OPEB related debt applicable to the City's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Deferred outflows of resources and deferred inflows of resources related to pensions and OPEB are only reported in the Statement of Net Position as the changes in these amounts affect only the government-wide statements for governmental activities.

Deferred Outflows of Resources - Pension Related	60,765,762	
Deferred Inflows of Resources - Pension Related	(23,515,588)	
Net Pension Liability	(40,872,484)	
Deferred Outflows of Resources - OPEB Related	1,253,026	
Deferred Inflows of Resources - OPEB Related	(761,934)	
Net OPEB Liability	<u>(3,996,213)</u>	(7,127,431)

Internal Service funds are used by management to charge the costs of certain activities involved in rendering services to departments within the City. The assets and liabilities of the internal service funds are included in governmental in the Statement of Net Position.

6,601,248

Receivables that are measurable but not available are recorded as deferred inflows of resources under the modified accrual basis of accounting.

841,932

Net Position of Governmental Activities

\$ 68,560,679

See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2022

	General Fund	Other Grants Fund	Other Governmental Funds	Total Governmental Funds
REVENUES				
Property Taxes	\$ 15,177,869	\$ -	\$ 160,263	\$ 15,338,132
Sales Tax, Intergovernmental	20,249,413	-	-	20,249,413
Transient Occupancy Taxes	95,950	-	-	95,950
Property Transfer Taxes	278,481	-	-	278,481
Business License Taxes	362,368	-	1,168	363,536
Utility User Taxes	5,082,103	-	-	5,082,103
Franchise Taxes	2,246,113	-	-	2,246,113
Licenses and Permits	1,442,013	-	-	1,442,013
Intergovernmental	920,671	533,826	11,745,596	13,200,093
Charges for Services	5,217,922	-	274,818	5,492,740
Fines and Forfeits	1,081,458	-	-	1,081,458
Special Assessments	-	-	592,885	592,885
Investment Earnings	(1,146,017)	162	165,800	(980,055)
Other	577,330	10,864	139,724	727,918
Total Revenues	51,585,674	544,852	13,080,254	65,210,780
EXPENDITURES				
Current:				
General Government	5,382,805	-	-	5,382,805
Public Safety	70,437,402	249,887	3,166,845	73,854,134
Public Works	3,823,677	7,106	2,002,508	5,833,291
Culture and Recreation	6,956,833	86,320	36,139	7,079,292
Community Development	5,278,203	94,103	59,823	5,432,129
Transit	-	-	951,556	951,556
Redevelopment and Housing	-	-	679,401	679,401
Capital Outlay	-	-	5,909,455	5,909,455
Debt Service:				
Principal Retirement	-	-	320,000	320,000
Interest and Fiscal Charges	483,781	-	238,235	722,016
Total Expenditures	92,362,701	437,416	13,363,962	106,164,079
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(40,777,027)	107,436	(283,708)	(40,953,299)
OTHER FINANCING SOURCES (USES)				
Transfers In	180,000	-	433,927	613,927
Transfers Out	(5,922,726)	-	(180,568)	(6,103,294)
Sale of Property	460,000	-	-	460,000
Lease Proceeds	12,476	-	-	12,476
Debt Proceeds	52,646,184	-	-	52,646,184
Total Other Financing Sources (Uses)	47,375,934	-	253,359	47,629,293
NET CHANGE IN FUND BALANCES	6,598,907	107,436	(30,349)	6,675,994
Fund Balances (Deficit) - Beginning of Year	20,800,219	(24,629)	14,724,068	35,499,658
FUND BALANCES - END OF YEAR	\$ 27,399,126	\$ 82,807	\$ 14,693,719	\$ 42,175,652

See accompanying Notes to Financial Statements.

CITY OF COVINA
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022

Net Change in Fund Balances - Total Governmental Funds \$ 6,675,994

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures and do not include capital contributions. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives as depreciation expense and capital contributions are recognized as revenue. This is the amount by which capital outlay exceeded depreciation expense in the current period and the amount of capital contributions received.

Capital Outlay	\$ 11,589,072	
Deletions	(5,454,897)	
Depreciation Expense	(5,335,381)	
	798,794	

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when the debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities. These amounts are the net effect of these differences in the treatment of long-term debt and related items.

Pension Obligation Bonds	(52,646,184)	
Leases	(12,476)	
Principal Payments	320,000	
Amortization Premium on Bonds	11,559	
	(52,327,101)	

Pension expense reported in the governmental funds includes the annual required contributions. In the Statement of Activities, pension expense includes the change in the net pension liability, and related changes in pension amounts for deferred outflows of resources and deferred inflows of resources.

46,408,911

Other postemployment benefit expense reported in the governmental funds includes payment of premiums for the current year. In the Statement of Activities, OPEB expense includes the change in the net other postemployment benefit liability and OPEB related deferred inflows of resources.

383,784

Accrued interest is interest due on long-term debt payable. This is the net change in accrued interest for the current period.

Changes in Interest Payable for the Current Year	2,152
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Internal service funds are used by management to charge costs of activities involved in rendering services to departments within the City. The changes in net position of the internal service funds are included in the Statement of Activities.

6,720,938

Compensated absences are not reported in the governmental funds until such amounts become due and payable.

(208,539)

Certain revenues in the governmental funds are deferred because they are not collected within the prescribed time period after year-end. However, the revenues are included on the accrual basis used in the government-wide statements. This amount represents the change during the fiscal year.

418,924

Change in Net Position of Governmental Activities	\$ 8,873,857
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See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
JUNE 30, 2022

	Business-Type Activities				Governmental Activities
	Water Utility	Sewer	Nonmajor Fund	Total Enterprise Funds	Internal Service Funds
ASSETS					
CURRENT ASSETS					
Cash and Investments	\$ 10,390,886	\$ 6,507,850	\$ 1,926,635	\$ 18,825,371	\$ 14,475,767
Cash and Investments Restricted	2,099,761	1,300,089	-	3,399,850	-
Accounts Receivable, Net	1,921,394	-	234,558	2,155,952	95,331
Due from Other Governments	-	88,134	-	88,134	-
Prepaid Items	2,555	-	7,949	10,504	24,844
Inventories	65,726	-	-	65,726	51,205
Total Current Assets	14,480,322	7,896,073	2,169,142	24,545,537	14,647,147
NONCURRENT ASSETS					
Investment in Covina Irrigating Company	7,664,693	-	-	7,664,693	-
Capital Assets:					
Capital Assets, not Depreciated	509,551	1,024,512	2,363	1,536,426	-
Capital Assets, Depreciated, Net	40,575,697	9,800,134	1,305,716	51,681,547	1,273,389
Total Noncurrent Assets	48,749,941	10,824,646	1,308,079	60,882,666	1,273,389
Total Assets	63,230,263	18,720,719	3,477,221	85,428,203	15,920,536
DEFERRED OUTFLOWS OF RESOURCES					
Deferred Amount on Refunding	-	86,489	-	86,489	-
Deferred Amount on OPEB Plans	367,398	85,325	59,810	512,533	162,444
Deferred Amount on Pension Plans	5,190,556	1,649,469	1,002,786	7,842,811	2,190,746
Total Deferred Outflows of Resources	5,557,954	1,821,283	1,062,596	8,441,833	2,353,190
LIABILITIES					
CURRENT LIABILITIES					
Accounts Payable	509,150	62,004	69,945	641,099	142,545
Accrued Liabilities	103,874	-	-	103,874	-
Deposits Payable	498,221	-	483,866	982,087	-
Interest Payable	130,987	59,944	7,699	198,630	20,580
Unearned Revenue	16,236	-	-	16,236	-
Compensated Absences	133,687	38,725	33,424	205,836	74,408
Lease Payable	3,402	-	-	3,402	43,392
Claims Payable	-	-	-	-	1,738,000
Pension Obligation Bonds Payable	229,921	76,722	37,994	344,637	100,621
Bonds Payable	1,140,756	855,000	-	1,995,756	-
Total Current Liabilities	2,766,234	1,092,395	632,928	4,491,557	2,119,546
NONCURRENT LIABILITIES					
Compensated Absences	263,471	88,156	50,626	402,253	172,392
Lease Payable	10,532	-	-	10,532	102,535
Pension Bonds Payable	5,010,701	1,672,014	827,994	7,510,709	2,192,849
Bonds Payable	15,991,561	6,515,000	-	22,506,561	-
Claims Payable	-	-	-	-	5,980,000
Net OPEB Liability	1,160,617	238,421	188,529	1,587,567	514,355
Net Pension Liability	3,892,030	1,236,820	751,918	5,880,768	1,642,686
Total Noncurrent Liabilities	26,328,912	9,750,411	1,819,067	37,898,390	10,604,817
Total Liabilities	29,095,146	10,842,806	2,451,995	42,389,947	12,724,363
DEFERRED INFLOWS OF RESOURCES					
Deferred Amounts on OPEB Plans	223,496	59,089	37,539	320,124	97,935
Deferred Amounts on Pension Plans	1,365,475	433,924	263,802	2,063,201	576,317
Deferred Amount on Refunding	119,925	-	-	119,925	-
Total Deferred Inflows of Resources	1,708,896	493,013	301,341	2,503,250	674,252
NET POSITION					
Net Investment in Capital Assets	25,793,259	4,841,224	1,308,079	31,942,562	1,076,627
Unrestricted	12,190,916	4,364,959	478,402	17,034,277	3,798,484
Total Net Position	\$ 37,984,175	\$ 9,206,183	\$ 1,786,481	48,976,839	\$ 4,875,111

Some amounts reported for business-type activities in the Statement of Activities are different to reflect the consolidation of internal service fund activities related to enterprise funds

Net Position of Business-Type Activities

(1,726,137)
\$ 47,250,702

See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2022

	Business-Type Activities				Governmental Activities
	Water Utility	Sewer	Nonmajor Fund	Total Enterprise Funds	Internal Service Funds
OPERATING REVENUES					
Water Sales	\$ 11,510,748	\$ -	\$ -	\$ 11,510,748	\$ -
Charges for Services and Motor Pool Charges	-	-	-	-	5,031,387
Environmental Fees	-	-	1,142,590	1,142,590	-
Sewer Fees	-	3,277,343	-	3,277,343	-
Fire Line Fees	313,159	-	-	313,159	-
Total Operating Revenues	11,823,907	3,277,343	1,142,590	16,243,840	5,031,387
OPERATING EXPENSES					
General and Administrative	1,748,816	1,529,927	455,022	3,733,765	3,194,281
Vehicle and Equipment Operation	-	-	-	-	1,191,813
Utility Billing	221,096	-	-	221,096	-
Customer Service	326,721	-	-	326,721	-
Sales Promotion	414	-	-	414	-
Source and Supply	3,202,530	-	-	3,202,530	-
Production and Storage	1,222,831	-	-	1,222,831	-
Transmission and Distribution	1,613,450	-	-	1,613,450	-
Street Sweeping	-	-	145,763	145,763	-
Environmental Services	-	-	201,469	201,469	-
Industrial Waste	-	-	59,621	59,621	-
Waste Management	-	-	408,158	408,158	-
Depreciation	1,504,189	288,962	46,886	1,840,037	302,314
Total Operating Expenses	9,840,047	1,818,889	1,316,919	12,975,855	4,688,408
OPERATING INCOME (LOSS)	1,983,860	1,458,454	(174,329)	3,267,985	342,979
NONOPERATING REVENUES (EXPENSES)					
Investment Income	78,932	48,323	12,134	139,389	-
Interest Expense	(445,963)	(228,404)	(17,092)	(691,459)	(47,593)
Investment Loss - CIC	(1,926,157)	-	-	(1,926,157)	-
Debt Issuance Costs	(47,934)	(15,995)	(7,921)	(71,850)	(20,977)
Intergovernmental	291,824	-	-	291,824	-
Total Nonoperating Revenues (Expenses)	(2,049,298)	(196,076)	(12,879)	(2,258,253)	(68,570)
INCOME (LOSS) BEFORE TRANSFERS	(65,438)	1,262,378	(187,208)	1,009,732	274,409
TRANSFERS					
Transfers In	-	-	-	-	6,509,646
Transfers Out	(546,210)	(414,877)	(59,192)	(1,020,279)	-
Total Transfers	(546,210)	(414,877)	(59,192)	(1,020,279)	6,509,646
CHANGE IN NET POSITION	(611,648)	847,501	(246,400)	(10,547)	6,784,055
Net Position - Beginning of Year	38,595,823	8,358,682	2,032,881		(1,908,944)
NET POSITION - END OF YEAR	<u>\$ 37,984,175</u>	<u>\$ 9,206,183</u>	<u>\$ 1,786,481</u>		<u>\$ 4,875,111</u>

Some amounts reported for business-type activities in the Statements of Activities are different to reflect the consolidation of internal service fund activities related to enterprise funds

63,117
\$ 52,570

See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2022

	Business-Type Activities				Governmental Activities
	Water Utility	Sewer	Nonmajor Fund	Total Enterprise Funds	Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES					
Cash Received from customers	\$ 11,542,352	\$ 3,261,386	\$ 1,142,980	\$ 15,946,718	\$ -
Cash Received from User Departments	-	-	-	-	4,973,652
Cash Payments to Suppliers of Goods and Services	(10,671,234)	(2,281,368)	(1,517,932)	(14,470,534)	(5,246,527)
Cash Payments to Employees for Services	(2,724,111)	(1,245,255)	(527,546)	(4,496,912)	(1,331,084)
Net Cash Used by Operating Activities	(1,852,993)	(265,237)	(902,498)	(3,020,728)	(1,603,959)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES					
Cash Received from Other Funds	-	-	-	-	6,509,646
Cash Paid to Other Funds	(546,210)	(414,877)	(59,192)	(1,020,279)	-
Proceeds from Pension Obligation Bonds	5,240,622	1,748,736	865,988	7,855,346	2,293,470
Net Cash Provided by Noncapital Financing Activities	4,694,412	1,333,859	806,796	6,835,067	8,803,116
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Acquisition of Capital Assets	(2,931,710)	(1,723,716)	(170,854)	(4,826,280)	(317,421)
Intergovernmental grants	291,824	-	-	291,824	-
Principal Paid - Leases	(3,372)	-	-	(3,372)	-
Principal Paid	(1,157,955)	(840,000)	-	(1,997,955)	(59,028)
Interest and Debt Issuance Costs	(459,474)	(221,017)	(25,013)	(705,504)	(47,901)
Net Cash Used by Capital and Related Financing Activities	(4,260,687)	(2,784,733)	(195,867)	(7,241,287)	(424,350)
CASH FLOWS FROM INVESTING ACTIVITIES					
Investment Income	78,932	48,323	12,134	139,389	-
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(1,340,336)	(1,667,788)	(279,435)	(3,287,559)	6,774,807
Cash and Cash Equivalents - Beginning of Year	13,830,983	9,475,727	2,206,070	25,512,780	7,700,960
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 12,490,647</u>	<u>\$ 7,807,939</u>	<u>\$ 1,926,635</u>	<u>\$ 22,225,221</u>	<u>\$ 14,475,767</u>

See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF CASH FLOWS (CONTINUED)
PROPRIETARY FUNDS
YEAR ENDED JUNE 30, 2022

	Business-Type Activities				Governmental Activities
	Water Utility	Sewer	Nonmajor Fund	Total Enterprise Funds	Internal Service Funds
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES					
Operating Income (Loss)	\$ 1,983,860	\$ 1,458,454	\$ (174,329)	\$ 3,267,985	\$ 342,979
Adjustments to Reconcile Operating Income (Loss) to Net Cash Used by Operating Activities:					
Depreciation	1,504,189	288,962	46,886	1,840,037	302,314
Changes in Operating Assets, Deferred Outflows of Resources, Liabilities, and Deferred Inflows of Resources:					
(Increase) Decrease in Accounts Receivable	1,306	-	390	1,696	(57,735)
(Increase) Decrease in Due from Other Governments	-	(15,957)	1,983	(13,974)	-
(Increase) Decrease in Inventory	(8,226)	-	-	(8,226)	(8,827)
(Increase) Decrease in Prepaid Items	(2,555)	-	(531)	(3,086)	(18,352)
(Increase) Decrease in Deferred Outflows of Resources on OPEB Plan	45,606	14,492	8,810	68,908	19,250
(Increase) Decrease in Deferred Outflows of Resources on Pension Plans	(4,519,412)	(1,425,516)	(891,883)	(6,836,811)	(1,897,031)
Increase (Decrease) in Accounts Payable	(80,524)	(250,820)	(2,627)	(333,971)	67,928
Increase (Decrease) in Accrued Liabilities	(13,657)	(13,767)	(9,162)	(36,586)	-
Increase (Decrease) in Deposits Payable	5,381	-	87,742	93,123	-
Increase (Decrease) in Unearned Revenue	(4,676)	-	(319)	(4,995)	-
(Increase) Decrease in Deferred Inflows of Resources of OPEB Plan	16,377	5,204	3,163	24,744	6,913
(Increase) Decrease in Deferred Inflows of Resources Pension Plans	1,365,475	433,924	263,802	2,063,201	576,317
Increase (Decrease) in Compensated Absence:	36,915	27,451	20,287	84,653	39,613
Increase (Decrease) in Net OPEB Liability	(169,925)	(54,000)	(32,829)	(256,754)	(71,721)
Increase (Decrease) in Net Pension Liability	(2,013,127)	(733,664)	(223,881)	(2,970,672)	(941,607)
Increase (Decrease) in Claims Payable	-	-	-	-	36,000
Net Cash Used by Operating Activities	<u>\$ (1,852,993)</u>	<u>\$ (265,237)</u>	<u>\$ (902,498)</u>	<u>\$ (3,020,728)</u>	<u>\$ (1,603,959)</u>

See accompanying Notes to Financial Statements.

**CITY OF COVINA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2022**

	Private- Purpose Trust	Custodial Funds
ASSETS		
Cash and Investments	\$ 1,182,746	\$ 2,161
Cash and Investments - Fiscal Agent	3,020,102	-
Accounts Receivable	-	866
Interest Receivable	990	-
Prepaid Items	4,763	-
Land Held for Resale	2,391,502	-
Capital Assets, not Being Depreciated	148,765	-
Total Assets	<u>6,748,868</u>	<u>3,027</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred Amount on Refunding	31,806	-
Total Deferred Outflows of Resources	<u>31,806</u>	<u>-</u>
LIABILITIES		
Accounts Payable and Accrued Liabilities	2,059	3,027
Accrued Liabilities	-	-
Interest Payable	23,456	-
Noncurrent Liabilities:		
Due Within One Year	2,913,126	-
Due in More Than One Year	3,333,814	-
Total Liabilities	<u>6,272,455</u>	<u>3,027</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred Amount on Refunding	72,381	-
Total Deferred Inflows of Resources	<u>72,381</u>	<u>-</u>
NET POSITION		
Held for Dissolution of Community Redevelopment Agency	<u>435,838</u>	<u>-</u>
TOTAL NET POSITION	<u><u>\$ 435,838</u></u>	<u><u>\$ -</u></u>

See accompanying Notes to Financial Statements.

CITY OF COVINA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
YEAR ENDED JUNE 30, 2022

	Private- Purpose Trust	Custodial Funds
ADDITIONS		
Property Tax Revenue	\$ 3,026,858	\$ -
Charges for Services	163,694	-
Investment Earnings	137,938	-
Business Licenses Collected from Property Owners	-	13,476
Total Additions	<u>3,328,490</u>	<u>13,476</u>
DEDUCTIONS		
General and Administrative	326,750	13,476
Interest and Fiscal Charges	340,294	-
Program Expenses	4,717	-
Total Deductions	<u>671,761</u>	<u>13,476</u>
CHANGE IN NET POSITION	2,656,729	-
Net Position - Beginning of Year as Restated	<u>(2,220,891)</u>	<u>-</u>
NET POSITION - END OF YEAR	<u><u>\$ 435,838</u></u>	<u><u>\$ -</u></u>

See accompanying Notes to Financial Statements.

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**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The financial statements of the City of Covina (City) include the financial activities of the City, the Covina Public Financing Authority and the Covina Housing Authority. Their financial operations are closely related, and the City Council has a continuing responsibility over the entities. The responsibility is determined based on budget adoption, taxing authority, funding and appointments of the governing board. Blended component units, although legally separate entities, are part of the City's operations and therefore data from these units are combined with data of the City.

Since the City Council acts as the Board of Directors and can impose its will on the Covina Public Financing Authority and the Covina Housing Authority, the City is the primary government and the other two entities are component units. Additionally, since the governing boards of the City and the two other component units are the same, there is a potential for the component units to provide specific financial benefits to or impose specific financial burdens on the City. Therefore, the financial statements of the City and the two component units are blended.

The City of Covina was incorporated in 1901 as a General Law City. The City provides a broad range of services to its citizens, including general government, public safety, streets, sanitation and health, culture and park facilities and social services.

The Covina Redevelopment Agency (Agency) was established in 1969, pursuant to the State of California, Health and Safety Code, Section 33000. Its purpose is to prepare and carry out plans for the improvement, rehabilitation and development of blighted areas within the territorial limits of the City of Covina. On June 28, 2011, Assembly Bill X1 26 (AB X1 26), the Dissolution bill was enacted. On December 29, 2011, the California Supreme Court upheld the constitutionality of AB X1 26, and all redevelopment agencies in California were dissolved by operation of law effective February 1, 2012. The legislation provides for successor agencies and oversight boards that are responsible for overseeing the dissolution process and wind down of redevelopment activity. On January 11, 2012, the City adopted a resolution declaring its intent to serve as the Successor Agency and on January 30, 2012, the City Council adopted a resolution to retain the Housing assets and functions of the former redevelopment agency and the Housing Authority of the City will serve as the Housing Successor Agency.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A. Financial Reporting Entity (Continued)

The Successor Agency to the Covina Redevelopment Agency (SACRA) was created to serve as a custodian for the assets and to wind down the affairs of the former Agency. The SACRA is a separate public entity from the City, subject to the direction of an Oversight Board. In general, the SACRA's assets can only be used to pay enforceable obligations in existence at the date of dissolution (including the completion of any unfinished projects that were subject to legally enforceable contractual commitments). In future fiscal years, the SACRA will only be allocated revenue in the amount that is necessary to pay the estimated annual installment payments on enforceable obligations of the former Agency until all enforceable obligations of the former Agency have been paid in full and all assets have been liquidated. The SACRA is a fiduciary component unit and is reported as a fiduciary fund (private-purpose trust fund).

The Covina Public Financing Authority (Authority) is a joint powers authority organized pursuant to the State of California Government Code, Section 6500. The Authority exists under a Joint Exercise of Power Agreement between the City of Covina and the Covina Redevelopment Agency. Its purpose is to facilitate financing for public capital improvements of the City and the Agency. Separate financial statements are not prepared for the Authority.

The Covina Housing Authority (Housing Authority) was formed January 25, 2011, in order to continue to achieve the goals established by the Housing Element of the general plan. A housing authority collaborates with public, private and nonprofit entities agencies for the purpose of providing sanitary and safe housing for people of very low, low or moderate income within a city or county's territorial jurisdiction. The core activities of many housing authorities are primarily to build, acquire, own, manage and maintain residential rental units and to provide financial assistance for rentals or ownership in the private real estate market. A housing authority is governed by the state Housing Authority Law, and for purposes of major federal funding, if any is received, regulations of the U.S. Department of Housing and Urban Development (HUD). Further, a housing authority is not required under the Housing Authority Law to seek HUD or any other type of outside funding. On January 30, 2012, the City Council adopted a resolution to retain the Housing assets and functions of the dissolved Agency and the Housing Authority of the City will serve as the Housing Successor Agency. The activity is reflected in the Housing Authority Special Revenue Fund. Separate financial statements are not prepared for the Housing Authority.

The accounting policies of the City, the Authority, and the Housing Authority conform to accounting principles generally accepted in the United States of America as applicable to governments. The following is a summary of the more significant policies.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Government-Wide and Fund Financial Statements

The accompanying financial statements are presented on the basis prescribed in Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. The financial statements of the City are as follows:

Government-Wide Financial Statements

The *Statement of Net Position and Statement of Activities* report information on all the activities of the primary government (including its blended component units). The City of Covina has no discretely presented component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes, intergovernmental revenues and other nonexchange transactions, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

Fund Financial Statements

Separate financial statements of the City, including blended component units, are provided for major individual governmental, proprietary and fiduciary funds, which include the private-purpose trust fund and custodial fund. The fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary and fiduciary funds statements. With this measurement focus, all assets, deferred outflows of resources, liabilities and deferred inflows of resources associated with the operation of the City are included on the statement of net position. Net position (assets plus deferred outflows of resources less liabilities less deferred inflows of resources) are segregated into net investment in capital assets (net of related debt), restricted and unrestricted components. The Statement of Activities and Statement of Revenues, Expenses and Changes in Fund Net Position of Proprietary Funds present increases (revenues) and decreases (expenses) in net total position. Revenues are recorded when earned and expenses are recorded when a liability is incurred regardless of the timing of the related cash flows. Under this determination, unbilled service receivables are recorded at fiscal year-end.

Nonexchange transactions are typically described as taxes, fines and certain grants and donations. In a nonexchange transaction, a government gives (or receives) value without directly receiving (or giving) equal value in return. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Government fund financial statements are reported using the *current financial resources measurement focus and the modified accrual basis of accounting*. With this measurement focus, only current assets, current liabilities and current deferred inflows of resources generally are included on the balance sheet. Operating statements of these funds' present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in fund balance. Under the modified accrual basis of accounting, revenues are recognized when they become susceptible to accrual (i.e., when they become measurable and available to finance expenditures of the current period or soon enough thereafter to be used to pay liabilities of the current period). For this purpose, the City considers revenues including property taxes to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on long-term debt, claims and judgments and compensated absences, which are recognized only when due and payable at fiscal year-end. General capital asset acquisitions and debt service principal payments are reported as expenditures in governmental funds. Proceeds from long-term debt and acquisitions under leases are reported as other financing sources.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Property taxes, charges for services, grant revenues and investment earnings are susceptible to accrual and have been recognized as revenues of the current fiscal period. Licenses and permits and fines and forfeitures are not susceptible to accrual because they are not measurable until received in cash. Grant revenues earned but not received are recorded as a receivable, and grants received before the related revenue recognition criteria have been met are reported as unearned revenues.

The City reports the following major governmental funds:

General Fund

This fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Other Grants Special Revenue Fund

This fund accounts for the various state grant monies for various programs of the City.

The City reports the following major proprietary funds:

Water Utility Fund

This enterprise fund is used to account for general and administrative, utility billing, customer service, sales promotion, source and supply, production and storage and transmission and distribution operations.

Sewer Fund

This enterprise fund accounts for the operation and maintenance of the wastewater system within the City's boundaries.

Nonmajor Fund – Environmental Fund

This enterprise fund accounts for the general and administrative, environmental services, industrial waste and waste management operations.

Additionally, the City reports the following fund types:

Special Revenue Funds

These funds are used to account for specific revenue sources that are legally restricted or otherwise assigned for specific purposes.

Capital Projects Funds

These funds are used to account for capital expenditures funded by various sources

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Internal Service Funds

These funds account for the central equipment, management information systems, workers' compensation and general liability services provided to other departments of the City.

Fiduciary Funds

Private-Purpose Trust Fund

This fund is to account for custodial responsibilities that are assigned to SACRA with the passage of AB X1 26 and was established on February 1, 2012. The fund accounts for the receipt of property tax revenues pursuant to the dissolution of the Agency and expenses incurred pursuant to the recognized obligation payment schedule (ROPS) approved by the State Department of Finance. This fund follows the accrual basis of accounting.

Custodial Funds

These funds are used to account for funds in which the City is acting as an agent for another entity. These funds are reported using the accrual basis of accounting.

As a rule, the effect of interfund activity has been eliminated from the government-wide statements. Exceptions to this general rule are charges for the City water utility, sewer services and environmental services and indirect general government expenses to other functions and funds of the City. Elimination of the water utility, sewer service charges and environmental service charges would distort the direct costs and program revenues reported for the various functions concerned. Expenses reported in various funds include allocated indirect general government expenses.

Proprietary funds distinguish *operating revenues* and expenses from *nonoperating* items. Operating revenues and expenses from operations generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Water Utility, Sewer and nonmajor (Environmental) enterprise funds and the City's internal service funds are charges to customers for sales and services. The Water Utility recognizes as operating revenue capital improvement fees intended for construction and rehabilitation of the water system. Operating expenses for enterprise and internal service funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditures of funds are recorded, is employed in governmental funds. Amounts encumbered in the current year are treated as restricted, committed or assigned fund equity since they do not constitute expenditures or liabilities. At fiscal year-end, encumbrances outstanding are shown as restricted or assigned fund balance.

E. Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

F. Cash and Cash Equivalents

The City considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

G. Investments

Investments are stated at fair value using quoted market prices. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Investment elements, including interest and changes in fair value, are aggregated and reported as investment earnings in the financial statements.

H. Receivables

All accounts receivable are shown net of an allowance for uncollectible amounts. The allowance is estimated based on historical collections and a review of account receivable.

I. Inventories and Prepaid Items

Inventories are priced at the lower of cost or market on a first-in, first-out basis. The inventories consist primarily of water parts, vehicle and equipment parts and gasoline. Inventories of governmental funds are considered immaterial and are recorded as expenditures when purchased under the purchases method. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements utilizing the consumption method.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

J. Compensated Absences

The City permits employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay and a portion of the sick pay are accrued when incurred in the government-wide and proprietary fund financial statements.

K. Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (roads, bridges, sidewalks, water, sewer and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with a cost of more than \$5,000 (more than \$1,000 for certain vehicles and information technology equipment) and an estimated useful life of more than one year. Such assets are recorded at historical or estimated historical cost. Contributed and donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized.

Major capital outlays and improvements are capitalized as projects are constructed.

Property, plant and equipment of the City is depreciated using the straight-line method over the following estimated useful lives:

<u>Type of Asset</u>	<u>Life in Years</u>
Buildings and Structures	20 to 40 Years
Improvements Other than Buildings	20 Years
Public Domain Infrastructure	15 to 50 Years
Water System Infrastructure	20 to 50 Years
Sanitary Sewer System Infrastructure	20 to 50 Years
Machinery and Equipment	5 to 20 Years

L. Leased Property

Lessee

The City is a lessee for noncancellable leases of equipment. The City recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the applicable governmental activities or business-type activities in the government-wide and in the proprietary fund financial statements. The City recognizes lease liabilities with an initial individual value of \$5,000 or more. At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

L. Leased Property (Continued)

Lessor

The City recognizes a lease receivable and a deferred inflow of resources in the applicable governmental activities or business-type activities in the government-wide and in the governmental and proprietary fund financial statements. At the commencement of a lease, the City initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

For both the lessee and lessor the City uses the interest rate stated on the agreement when available. When the interest rate is not provided the City uses its estimated incremental borrowing rate as the discount rate.

M. Claims and Judgments

The accrual for workers' compensation and general liability claims is based upon an actuarial review of the past experience which has been modified for current trends and information. While the ultimate amount of losses incurred through June 30, 2022 is dependent on future developments, based on information from the plan administrators, City management believes that the aggregate accrual is adequate to cover such losses, including amounts for incurred but not reported.

N. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported as fair value. CalPERS audited financial statements are publicly available reports that can be obtained on the CalPERS's website under Forms and Publications.

O. Other Postemployment Benefits (OPEB)

For purposes of measuring the net OPEB liability and deferred outflows/inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the City's plan (OPEB Plan) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

P. Net Position

Net position in the statement of net position is categorized as net investment in capital assets, restricted and unrestricted.

Net Investment in Capital Assets. This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt (including discounts and premiums) that are attributable to the acquisition, construction or improvement of these assets reduce the balance in this category.

Restricted Net Position. This category presents external restrictions imposed by creditors, grantors, contributors or laws or regulations of other governments and restrictions imposed by law or enabling legislation.

Unrestricted Net Position. This category represents net position of the City not restricted for any project or other purpose.

Q. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position includes a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The category of deferred outflow of resources reported in the statement of net position is related to debt refunding, pensions, and other postemployment benefits. The deferred charge on refunding resulted from the difference between the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. Deferred outflows on pension and other postemployment benefits are more fully discussed in Notes 10 and 17.

In addition to liabilities, the statement of financial position and the governmental funds balance sheet includes a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net assets or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. In the government-wide financial statements. The City's deferred inflows of resources reported on the statement of net position relate to pension and other postemployment benefits, which are more fully discussed in Notes 10 and 17. The statement of net position and the governmental funds balance sheet also reports a deferred inflow of resources related to leases.

Under the modified accrual basis of accounting, deferred inflows of resources also include revenues not collected within the availability period after the fiscal year-end. The City has reported deferred inflows of resources related to unavailable revenues for grants. These amounts are deferred and will be recognized as an inflow of resources in the period that amounts become available

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

R. Implementation of New GASB Pronouncements

GASB Statement No. 87, Leases

In June 2017, the GASB issued GASB Statement No. 87, *Leases*. This standard requires the recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and as inflows of resources or outflows of resources recognized based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this standard, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

The City adopted the requirement of the guidance effective July 1, 2021 and has applied the provisions of this standard to the beginning of the period of adoption.

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Excess of Charges over Appropriations

For the fiscal year ended June 30, 2022, expenditures exceeded appropriations in the following programs:

	<u>Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Other Governmental Funds:			
Special Revenue Funds			
Law Enforcement	\$ 542,124	\$ 570,448	\$ (28,324)
Municipal Parking	433,020	435,748	(2,728)
Lighting Assessment	248,551	257,965	(9,414)
Shoppers Lane	7,600	9,246	(1,646)

Funds with deficit balances were as follows:

	<u>Amount</u>
Other Governmental Funds:	
Special Revenue Funds	
Law Enforcement	\$ 137,011
Lighting Assessment	24,461
Capital Project Funds	
Park Development	215,317
Transportation	86,945

The deficit in these funds will be reduced by transfers from the general fund or from receipt of grant revenues.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 3 CASH AND INVESTMENTS

The City is following the requirements associated with GASB Statement No. 40, *Deposit and Investment Risk Disclosures*. More commonly referred to as GASB 40, this statement adds to and changes financial statement disclosure requirements for cash and investments of local governments. GASB 40 amends GASB Statement No. 3, *Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements*, to address common deposit and investment risks related to credit risk, interest rate risk and foreign currency risk. As an element of interest rate risk, this statement requires certain disclosures of investments that have fair values with a high sensitivity to interest rate changes.

Cash and investments as of June 30, 2022, are classified in the accompanying financial statements as follows:

	Governmental Activities	Business- Type Activities	Fiduciary Funds		Total
			Private- Purpose Trust Fund	Custodial Funds	
Statement of Net Position:					
Cash and Investments	\$ 60,627,465	\$ 18,825,371	\$ 1,182,746	\$ 2,161	\$ 80,637,743
Cash and Investments - Restricted	-	3,399,850	-	-	3,399,850
Cash and Investments With Fiscal Agent	43	-	3,020,102	-	3,020,145
Total Cash and Investments	<u>\$ 60,627,508</u>	<u>\$ 22,225,221</u>	<u>\$ 4,202,848</u>	<u>\$ 2,161</u>	<u>\$ 87,057,738</u>

Cash and Investments as of June 30, 2022

Consist of the Following:

Cash on Hand	\$ 7,935
Deposits With Financial Institutions	6,985,054
Deposits With Fiscal Agent	2,000,092
Investments	78,064,657
Total Cash and Investments	<u>\$ 87,057,738</u>

Authorized Investments

The table below identifies the investment types that are authorized for the City by the California Government Code and the City's investment policy. The table also identifies certain provisions of the California Government Code (or the City's investment policy, if more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

	Maximum Maturity		Maximum Percentage of Portfolio		Maximum Investment in One Issuer		Minimum Credit Rating	
	CGC	Covina Policy	CGC	Covina Policy	CGC	Covina Policy	CGC	Covina Policy
Mutual Funds (Money Market Funds)	N/A	N/A	20%	10%	10%	None	AAA	AAA
Bankers Acceptance	180 days	180 days	40%	20%	30%	None	None	Prime
Commercial Paper	270 days	180 days	25%	15%	10%	None	A	Prime
Certificates and Time Deposits	5 years	2 years	30%	10%	None	None	None	None
Corporate Notes	5 years	2 years	30%	10%	None	None	A	AA-
U.S. Treasury Securities	5 years	5 years	None	30%	None	None	None	None
U.S. Agency Securities	5 years	5 years	None	30%	None	10%	None	None
Local Agency Investment Fund (LAIF)	N/A	N/A	None	None	None	None	None	None

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Investments Authorized by Debt Agreements

Investment of debt proceeds and reserves held by bond trustees are governed by the debt agreements, rather than the general provisions of the California Government Code.

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table:

	Fair Value	12 Months or Less	13 to 36 Months	37 to 60 Months	More than 60 Months
Investment Type:					
State Investment Pool (LAIF)	\$ 54,900,458	\$ 54,900,458	\$ -	\$ -	\$ -
U.S. Agency Securities	9,119,493	2,301,343	2,900,970	3,917,180	-
U.S. Treasury Securities	3,372,773	485,102	2,887,671	-	-
Certificates of Deposit	6,694,625	244,976	2,661,601	3,788,048	-
Money Market Mutual Funds	957,164	957,164	-	-	-
Held by Bond Trustee:					
Money Market Mutual Funds	3,020,145	3,020,145	-	-	-
Total	<u>\$ 78,064,658</u>	<u>\$ 61,909,188</u>	<u>\$ 8,450,242</u>	<u>\$ 7,705,228</u>	<u>\$ -</u>

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligations to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Certain investments, such as obligations, which are backed by the full faith and credit of the United States Government, are exempt from credit rating disclosures. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy or debt agreements and the actual rating from Standard & Poor's as of fiscal year-end for each investment type:

	Fair Value	Minimum Credit Rating	AAA	AA+	Not Rated	Not Required to be Rated
Investment Type:						
State Investment Pool (LAIF)	\$ 54,900,458	N/A	\$ -	\$ -	\$ 54,900,458	\$ -
U.S. Agency Securities	9,119,493	N/A	-	9,119,493	-	-
U.S. Treasury Securities	3,372,773	N/A	-	-	-	3,372,773
Certificates of Deposit	6,694,625				6,694,625	
Money Market Mutual Funds	957,164	A	957,164	-	-	-
Held by Bond Trustee:						
State Investment Pool (LAIF)	-	N/A	-	-	-	-
U.S. Treasury Securities	-	N/A	-	-	-	-
Money Market Mutual Funds	3,020,145	A	3,020,145	-	-	-
Total	<u>\$ 78,064,658</u>	<u>N/A</u>	<u>\$ 3,977,309</u>	<u>\$ 9,119,493</u>	<u>\$ 61,595,083</u>	<u>\$ 3,372,773</u>

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Concentration of Credit Risk

The investment policy of the City contains limitations on the amount that can be invested in any one issuer. There are no investments in any one issuer (other than U.S. Treasury securities, money market mutual funds and external investment pools) that represent 5% or more of total City investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments other than the following provision for deposits: The California Government Code requires that a financial institution secure deposit made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law. The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2022, all the City's deposits with financial institutions in excess of federal depository insurance limits were held in collateralized accounts.

Investment in State Investment Pool

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon its pro rata share of the fair value provided by LAIF for the entire LAIF portfolio. The balance available for withdrawal is based on LAIF accounting records and recorded on an amortized basis.

Fair Value Measurements

The City categorizes its fair value measurement within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the assets. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are quoted prices for similar assets in active markets and Level 3 inputs are significant unobservable inputs.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Fair Value Measurements (Continued)

The City pool investment has the following recurring fair value measurements as of June 30, 2022:

Investment by Fair Value Level	Fair Value	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Input (Level 2)	Significant Unobservable Inputs (Level 3)
Debt Securities:				
U.S. Agency Securities	\$ 9,119,493	\$ -	\$ 9,119,493	\$ -
U.S. Treasury Securities	3,372,773	-	3,372,773	-
Negotiable Certificates of Deposit	6,694,625	-	6,694,625	-
Total Investments Measured at Fair Value	19,186,891	\$ -	\$ 19,186,891	\$ -
Investments:				
State Investment Pool (LAIF)*	54,900,458			
Money Market Mutual Funds*	3,977,309			
Total Pooled Investments	\$ 78,064,658			

* Not subject to fair value measurement hierarchy.

NOTE 4 INTERFUND TRANSACTIONS

E. Interfund Balances

Operating receivables between funds are classified as due from or due to other funds. Negative individual fund cash and investment balances are offset by a due from other funds in the General Fund with a due to other funds set up in those funds owing the General Fund.

The following are due from and due to balances as of June 30, 2022:

Receivable Fund	Payable Fund	Amount
General	Other Governmental Funds	\$ 150,026

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 4 INTERFUND TRANSACTIONS (CONTINUED)

E. Interfund Balances (Continued)

Interfund Transfers

Transfers between funds are generally subsidies from one fund to another fund, funding of workers compensation and general liability reserves and reimbursement for expenditures incurred. The following are the interfund transfers for fiscal year ended June 30, 2022.

Transfers In Fund	Transfers Out Fund	Amount
General	Other Governmental Funds	\$ 180,000
Other Governmental Funds	Other Governmental Funds	568
Other Governmental Funds	General	433,359
Internal Service	General	5,489,367
Internal Service	Water Fund	546,210
Internal Service	Sewer Fund	414,877
Internal Service	Other Enterprise Funds	59,192
Total		<u>\$ 7,123,573</u>

B. Internal Balances

Internal balances represent the net interfund receivables and payables remaining after elimination of all such balances within governmental and business-type activities.

NOTE 5 LEASE RECEIVABLE

The City, acting as lessor, leases wireless celltowers and land under long-term, noncancelable lease agreements. The leases expire at various dates through 2026 and do not provide for renewal options. During the year ended June 30, 2022, the City recognized \$293,409 and \$2,453 in lease revenue and interest revenue, respectively, pursuant to these contracts.

NOTE 6 PROPERTY TAXES

Property taxes are attached as an enforceable lien on property as of January 1. Taxes are levied in September and are payable in two installments on November 1 and February 1 and are delinquent after December 10 and April 10, respectively. Any unpaid amounts at the end of the fiscal year are recorded as property taxes receivable. The County of Los Angeles bills and collects the property taxes and subsequently remits the amount due to the City of Covina in installments during the year. Historically, the City has received substantially all of the taxes levied within two years from the date they are levied.

The County is permitted by State Law (Article XIII A of the California Constitution) to levy taxes at 1% of full market value (at time of purchase) and can increase the property's value no more than 2% per year. The City receives a share of this basic levy proportionate to what it received in the 1976 to 1978 period.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 7 NOTES RECEIVABLE

The former Agency entered into agreement with Covina Gardens, KBS, L.P., a California Limited Partnership (Developer) to effectuate the Redevelopment Plan for the Covina Revitalization Project No. 1 by providing for the rehabilitation of residential rental housing development existing on a site acquired by the Developer which will maintain the supply and availability of low- and moderate-income housing, including very low-income units. The former Agency provided assistance to the Developer in the form of notes secured by a second deed of trust in the amount not to exceed \$4,742,000. The interest rate range is 2% per year, and notes receivable are due in 55 years. At June 30, 2022, the City has recorded an allowance for the balance of \$5,190,360 for principal of \$4,742,000 and accrued interest of \$448,360 as management is not certain if this amount will be collected.

NOTE 8 LOANS RECEIVABLE

The City's Community Development Block Grant (CDBG) program provides low-income housing and economic assistance to qualifying households and businesses. The loans do not require monthly repayment. In addition to CDBG loans, first-time homebuyer loans made by the former Covina Redevelopment Agency are now administered by the Housing Authority. The loans for the first-time homebuyer and for down payment assistance bear interest from 1.5% to 6.875%. The first-time home buyer loans are forgiven after 45 consecutive years of occupying the home purchased, while the down payment assistance is forgiven after 20 years of occupying the home purchased. The housing rehabilitation program loan is secured by a deed of trust on the property and is due upon sale or transfer of the title of the property. The outstanding balance as of June 30, 2022, of all loans was \$1,784,679. Due to the forgiveness feature of these loans the City has established an allowance for uncollectible loans in the amount of \$1,466,937.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 9 CAPITAL ASSETS

Governmental Activities

Capital asset activity for the fiscal year ended June 30, 2022, was as follows:

	Balance June 30, 2021 As Restated	Additions	Deletions	Balance June 30, 2022
Governmental Activities:				
Capital Assets, not Depreciated:				
Land	\$ 11,882,165	\$ 453,388	\$ -	\$ 12,335,553
Construction in Progress	3,422,454	5,394,893	5,468,123	3,349,224
Total Capital Assets, not Depreciated	15,304,619	5,848,281	5,468,123	15,684,777
Capital Assets, Depreciated:				
Buildings and Structures	40,019,387	439,784	-	40,459,171
Improvements Other than Buildings	13,442,618	1,552,491	-	14,995,109
Public Domain Infrastructure	125,622,258	3,021,487	-	128,643,745
Sanitary Sewer Infrastructure	6,221,681	-	-	6,221,681
Machinery and Equipment	11,647,000	1,050,913	833,392	11,864,521
Right to Use Assets	194,092	122,358	-	316,450
Total Capital Assets, Depreciated	197,147,036	6,187,033	833,392	202,500,677
Less Accumulated Depreciation for:				
Buildings and Structures	13,512,171	801,912	-	14,314,083
Improvements Other than Buildings	5,674,407	630,410	13,231	6,291,586
Public Domain Infrastructure	90,161,015	3,324,198	-	93,485,213
Sanitary Sewer Infrastructure	4,444,127	64,737	-	4,508,864
Machinery and Equipment	8,812,882	739,759	814,358	8,738,283
Right to Use Assets	-	76,679	-	76,679
Total Accumulated Depreciation	122,604,602	5,637,695	827,589	127,414,708
Total Capital Assets, Depreciated, Net	74,542,434	549,338	5,803	75,085,969
Total Capital Assets, Net	\$ 89,847,053	\$ 6,397,619	\$ 5,473,926	\$ 90,770,746

Depreciation expense was charged to the following categories:

Governmental Activities:	
General Government	\$ 306,683
Public Safety	348,399
Public Works	3,672,819
Culture and Recreation	625,460
Transit	382,020
Internal Service Funds Charged to Programs	302,314
Total Governmental Activities	<u>\$ 5,637,695</u>

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 9 CAPITAL ASSETS (CONTINUED)

Business-Type Activities

	Balance June 30, 2021 As Restated	Additions	Deletions	Balance June 30, 2022
Business-Type activities:				
Capital Assets, not Depreciated:				
Land	\$ 377,408	\$ -	\$ -	\$ 377,408
Construction in Progress	1,708,167	4,795,611	5,344,760	1,159,018
Total Capital Assets, not Depreciated	2,085,575	4,795,611	5,344,760	1,536,426
Capital Assets, Depreciated:				
Buildings and Structures	12,701,718	349,484	6,897	13,044,305
Improvements Other than Buildings	725,792	944,936	-	1,670,728
Water System Infrastructure	50,861,954	4,088,709	-	54,950,663
Machinery and Equipment	4,195,568	-	31,925	4,163,643
Right to Use Assets	17,306	-	-	17,306
Total Capital Assets, Depreciated	68,502,338	5,383,129	38,822	73,846,645
Less Accumulated Depreciation for:				
Buildings and Structures	3,787,605	256,410	6,897	4,037,118
Improvements Other than Buildings	155,989	48,199	-	204,188
Water System Infrastructure	14,170,603	1,276,230	-	15,446,833
Machinery and Equipment	2,249,686	255,737	31,925	2,473,498
Right to Use Assets	-	3,461	-	3,461
Total Accumulated Depreciation	20,363,883	1,840,037	38,822	22,165,098
Total Capital Assets, Depreciated, Net	48,138,455	3,543,092	-	51,681,547
Total Capital Assets, Net	\$ 50,224,030	\$ 8,338,703	\$ 5,344,760	\$ 53,217,973

Depreciation expense was charged to the following categories.

Business-Type Activities:

Water Utility	\$ 1,504,189
Sewer	288,962
Nonmajor Fund - Environmental Protection	46,886
Total Business-Type Activities	<u>\$ 1,840,037</u>

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 10 PENSION PLANS

The following is a summary of pension related items for the year ended June 30, 2022:

	Pension Liability	Deferred Outflows of Resources	Deferred Inflows of Resources	Pension Expense
CalPERS Miscellaneous	\$ 21,361,307	\$ 28,488,235	\$ (7,494,376)	\$ 856,048
CalPERS Safety	27,034,631	42,311,084	(18,660,730)	7,313,614
Total	<u>\$ 48,395,938</u>	<u>\$ 70,799,319</u>	<u>\$ (26,155,106)</u>	<u>\$ 8,169,662</u>

Pension liabilities are liquidated from the related employees home program, with the majority funded out of the General Fund.

E. General Information about the Pension Plans

Plan Descriptions

All qualified permanent and probationary employees are eligible to participate in the City's Safety (police) cost sharing defined benefit plan and the Miscellaneous (all other) Plan, agent multiple-employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plans are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 to 62 with statutorily reduced benefits. For employees hired into a plan with the 1.5% at 65 formula, eligibility for service retirement is age 55 with at least five years of service. PEPR miscellaneous members become eligible for service retirement upon attainment of age 52 with at least five years of service. All members are eligible for nonduty disability benefits after five years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit or the Optional Settlement 2W Death Benefit. Safety members can receive a special death benefit if the member dies while actively employed and the death is job related. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10 PENSION PLANS (CONTINUED)

E. General Information about the Pension Plans (Continued)

Benefits Provided (Continued)

The Plans' provisions and benefits in effect at the measurement date of June 30, 2021, are summarized as follows:

	Miscellaneous		
	Prior to January 1, 2013	On or After January 1, 2013	
Hire Date			
Benefit Formula	2.5%@55	2.0%@62	
Benefit Vesting Schedule	5 Years of service	5 Years of service	
Benefit Payments	Monthly for life	Monthly for life	
Retirement Age	50 - 55	50 - 62	
Monthly Benefits, as A % of Eligible Compensation	2.0% - 2.7%	2.0% - 2.7%	
Required Employee Contribution Rates	7.69%	6.50%	
Required Employer Contribution Rates:			
Normal Cost Rate	11.380%	7.250%	
Payment of Unfunded Liability	\$ 2,379,422	\$ -	
	Safety		
		On or After	
	Prior to December 31, 2010	January 1, 2011 and prior to January 1, 2013	On or After January 1, 2013
Hire Date			
Benefit Formula	3.0%@50	3%@55	2.7%@57
Benefit Vesting Schedule	5 Years of service	5 Years of service	5 Years of service
Benefit Payments	Monthly for life	Monthly for life	Monthly for life
Retirement Age	50 - 55	50 - 55	50 - 57
Monthly Benefits, as A % of Eligible Compensation	3%	2.4% - 3%	2.0% - 2.7%
Required Employee Contribution Rates	9.00%	9.00%	13.75%
Required Employer Contribution Rates:			
Normal Cost Rate	25.590%	23.620%	13.980%
Payment of Unfunded Liability	\$ 2,869,352	\$ 8,085	\$ 8,002

Employees Covered

At the measurement date of June 30, 2021, the following employees were covered by the benefit terms for the Miscellaneous Plan:

	Miscellaneous
Inactive Employees or Beneficiaries Currently Receiving Benefits	264
Inactive Employees Entitled to but not yet Receiving Benefits	308
Active Employees	113
Total	685

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 10 PENSION PLANS (CONTINUED)

E. General Information about the Pension Plans (Continued)

Contributions

Section 20814 of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS's annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. City contribution rates may change if plan contracts are amended. Payments made by the employer to satisfy contribution requirements that are identified by the pension plan terms as plan member contributions requirements are classified as plan member contributions. For the fiscal year ended June 30, 2022, employer contributions of \$28,389,913 and \$36,196,719 were made for the miscellaneous and safety plans, respectively.

B. Net Pension Liability

The City's net pension liability for each Plan is measured as the total pension liability, less the pension plan's fiduciary net position. The net pension liability of each of the Plans is measured as of June 30, 2021, using an annual actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. A summary of principal assumptions and methods used to determine the net pension liability is shown on the following page.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 10 PENSION PLANS (CONTINUED)

B. Net Pension Liability (Continued)

Actuarial Assumptions

The total pension liabilities in the June 30, 2020, actuarial valuations were determined using the following actuarial assumptions:

	<u>Miscellaneous</u>	<u>Safety</u>
Valuation Date	June 30, 2020	June 30, 2020
Measurement Date	June 30, 2021	June 30, 2021
Actuarial Cost Method	Entry-Age Normal Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:		
Discount Rate	7.15%	7.15%
Inflation	2.50%	2.50%
Projected Salary Increase	(1)	(1)
Mortality Rate Table	(2)	(2)
Postretirement Benefit Increase	(3)	(3)

(1) Varies by entry age and service.

(2) The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2017 CalPERS Experience Study for the period from 1997 to 2015. Pre-retirement and postretirement mortality rates include 15 years of projected mortality improvement using 90% of Scale MP-2016 published by the Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and Review of Actuarial Assumptions report from December 2017 that can be found on the CalPERS website.

(3) The less of contract COLA or 2.50% until Purchasing Power Protection Allowance Floor on purchasing power applies, 2.50% thereafter.

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 10 PENSION PLANS (CONTINUED)

B. Net Pension Liability (Continued)

Long-Term Expected Rate of Return (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short term (first 10 years) and the long term (11+ years) using a building-block approach. Using the expected nominal returns for both short term and long term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The expected real rates of return by assets class are as follows:

Asset Class (a)	Assumed Asset Allocation	Real Return Years 1 - 10 (b)	Real Return Years 11+ (c)
Global Equity	50.00 %	4.80 %	5.98 %
Fixed Income	28.00	1.00	2.62
Inflation Assets	-	0.77	1.81
Private Equity	8.00	6.30	7.23
Real Assets	13.00	0.04	4.93
Liquidity	1.00	-	(0.92)
Total	<u>100.00 %</u>		

(a) In the CalPERS ACFR, fixed income is included in global debt securities; liquidity is included in short-term investments; and inflation assets are included in both global equity securities and global debt securities.

(b) An expected inflation of 2.0% was used for this period.

(c) An expected inflation of 2.92% was used for this period.

Discount Rate

The discount rate used to measure the total pension liability was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 10 PENSION PLANS (CONTINUED)

B. Net Pension Liability (Continued)

Subsequent Events

On July 12, 2021, CalPERS reported a preliminary 21.3% net return on investments for fiscal year 2020-2021. Based on the thresholds specified in CalPERS Funding Risk Mitigation policy, the excess return of 14.3% prescribes a reduction in investment volatility that corresponds to a reduction in the discount rate used for funding purposes of 0.20%, from 7.00% to 6.80%. Since CalPERS was in the final stages of the four-year Asset Liability Management (ALM) cycle, the board elected to defer any changes to the asset allocation until the ALM process concluded, and the board could make its final decision on the asset allocation in November 2021.

On November 17, 2021, the board adopted a new strategic asset allocation. The new asset allocation along with the new capital market assumptions, economic assumptions and administrative expense assumption support a discount rate of 6.90% (net of investment expense but without a reduction for administrative expense) for financial reporting purposes. This includes a reduction in the price inflation assumption from 2.50% to 2.30% as recommended in the November 2021 CalPERS Experience Study and Review of Actuarial Assumptions. This study also recommended modifications to retirement rates, termination rates, mortality rates and rates of salary increases that were adopted by the board. These new assumptions will be reflected in the GASB 68 accounting valuation reports for the June 30, 2022, measurement date.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10 PENSION PLANS (CONTINUED)

C. Changes in the Net Pension Liability

The changes in the net pension liability for the Miscellaneous Plan are as follows:

	Increase (Decrease)		
	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability (Asset)
Balance at June 30, 2020 (Measurement Date)	\$ 99,005,858	\$ 67,528,476	\$ 31,477,382
Changes in the Year:			
Service Cost	1,411,076	-	1,411,076
Interest on the Total Pension Liability	6,951,248	-	6,951,248
Differences between Expected and Actual Experience	207,569	-	207,569
Changes in Assumptions	-	-	-
Changes in Benefit Terms	-	-	-
Plan to Plan Resource Movement	-	-	-
Contribution - Employer	-	2,994,204	(2,994,204)
Contribution - Employee	-	648,674	(648,674)
Net Investment Income	-	15,110,547	(15,110,547)
Administrative Expenses	-	(67,457)	67,457
Other Miscellaneous Expense	-	-	-
Benefit Payments, Including Refunds of Employee Contributions	(5,397,430)	(5,397,430)	-
Net Changes	<u>3,172,463</u>	<u>13,288,538</u>	<u>(10,116,075)</u>
Balance at June 30, 2021. (Measurement Date)	<u>\$ 102,178,321</u>	<u>\$ 80,817,014</u>	<u>\$ 21,361,307</u>

Proportionate Share of Net Pension Liability

Safety Plan

As of June 30, 2022 (measurement date of June 30, 2021), the City reported \$27,034,631 for its proportionate share of the net pension liability for the Safety Plan.

The City's net pension liability for the Safety Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. The City's proportionate share of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10 PENSION PLANS (CONTINUED)

C. Changes in the Net Pension Liability (Continued)

Proportionate Share of Net Pension Liability (Continued)

The City's proportionate share of the net pension liability for the Safety Plan as of the measurement dates ended June 30, 2020 and 2021 was as follows:

	<u>Safety</u>
Proportion - June 30, 2020	0.589590%
Proportion - June 30, 2021	0.770330%
Change - Increase (Decrease)	0.180740%

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the City for each Plan, calculated using the discount rate for each Plan, as well as what the City's net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	<u>Miscellaneous</u>	<u>Safety</u>
1% Decrease	6.15%	6.15%
Net Pension Liability	\$ 34,746,921	\$ 45,034,138
Current Discount Rate	7.15%	7.15%
Net Pension Liability	\$ 21,361,307	\$ 27,034,631
1% Increase	8.15%	8.15%
Net Pension Liability	\$ 10,371,041	\$ 12,250,259

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 10 PENSION PLANS (CONTINUED)

D. Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

For the year ended June 30, 2022, the City recognized pension expense of \$856,048 and \$7,313,614 for the Miscellaneous and Safety Plans, respectively. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Miscellaneous		Safety	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Contributions Subsequent to Measurement Date	\$ 28,389,913	\$ -	\$ 36,196,719	\$ -
Differences Between Expected and Actual Experience	98,322	-	4,618,843	-
Change in Assumptions	-	-	-	-
Change in Employer's Proportion and Differences Between the Employer's Contributions and the Employer's Proportionate Share of Contributions	-	-	1,495,522	(2,569,928)
Net Differences Between Projected and Actual Earnings on Plan Investments	-	(7,494,376)	-	(16,090,802)
Total	<u>\$ 28,488,235</u>	<u>\$ (7,494,376)</u>	<u>\$ 42,311,084</u>	<u>\$ (18,660,730)</u>

\$28,389,912 and \$36,196,179 reported as deferred outflows of resources related to contributions subsequent to the measurement date, for the Miscellaneous and Safety Plans, respectively, will be recognized as a reduction of the net pension liability in the year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ending June 30,</u>	<u>Miscellaneous</u>	<u>Safety</u>
2023	\$ (1,798,578)	\$ (2,141,614)
2024	(1,726,619)	(2,574,754)
2025	(1,797,855)	(3,402,032)
2026	(2,073,002)	(4,427,964)
2027	-	-
Thereafter	-	-

Payable to the Pension Plan

At June 30, 2022, the City had no outstanding amount of contributions to the pension plan required for the year ended June 30, 2022.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 11 COMPENSATED ABSENCES

For governmental funds, accumulated vacation and sick leave benefits payable at June 30, 2022, was \$3,784,659. The short-term portion of \$1,091,098 and long-term portion of \$2,693,558 is not accounted in the governmental funds but is included in the governmental activities of the government-wide statements. Accumulated vacation and sick leave of \$246,800, of which \$74,408 represents the current portion, is recorded in the individual internal service funds and governmental activities of the government-wide financial statements. For enterprise funds, accumulated vacation and sick leave amounted to \$608,089 of which \$205,836 represents the current portion. The total amount is recorded within the respective proprietary funds and business-type activities of the government-wide statements.

	Balance June 30, 2022	Current Portion
Governmental Funds	\$ 3,784,659	\$ 1,091,098
Internal Service	246,800	74,408
Total Governmental Activities	4,031,459	1,165,506
Total Enterprise Funds	608,089	205,836

NOTE 12 RISK MANAGEMENT

Workers' Compensation and General Liability

The City has a program of insurance for any liability to City employees arising under the workers' compensation laws for the State of California. By this action, the City will pay all claims up to \$500,000. Amounts in excess of \$500,000, up to \$150,000,000, are covered through an excess commercial insurer. There are no claims that exceed insurance coverage over the last three years.

The City established general liability and workers' compensation internal service funds. The funds have cash and investments of \$3,017,261 and \$7,121,645, respectively, which have been internally restricted for payment of outstanding workers' compensation and general liability claims.

Actual settlements accrued are accounted for in the appropriate fund. Estimates for all remaining outstanding claims, including an estimate for incurred but not reported claims (IBNR), are not accounted for in the individual funds but are reported in the governmental activities of the government-wide statements under claims and judgments. At June 30, 2021, total actual and estimated claims and judgments payable were as follows:

General Liability	\$ 2,254,000
Workers' Compensation	5,464,000
Total	<u>\$ 7,718,000</u>

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 12 RISK MANAGEMENT (CONTINUED)

The following are changes in the claims and judgments liability for fiscal years 2022 and 2021:

	Fiscal Year Ended June 30	
	2022	2021
Claims and Judgements - Beginning of Fiscal Year	\$ 7,682,000	\$ 7,247,000
Claims Incurred (Including IBNRs)	978,166	1,522,559
Claims Paid	(942,166)	(1,087,559)
Claims and Judgements - End of Fiscal Year	<u>\$ 7,718,000</u>	<u>\$ 7,682,000</u>

NOTE 13 LONG-TERM LIABILITIES

The following is a summary of changes in the long-term liabilities for the fiscal year ended June 30, 2022:

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Current Portion
Governmental Activities:					
Other Long-Term Liabilities:					
Compensated Absences	\$ 3,753,275	\$ 1,554,005	\$ 1,275,821	\$ 4,031,459	\$ 1,165,506
Claims and Judgments	7,682,000	978,166	942,166	7,718,000	1,738,000
Other Debt:					
Certificates of Participation Payable (COP)	4,875,000	-	195,000	4,680,000	205,000
Unamortized Premium on COP	208,068	-	11,559	196,509	11,559
Pension Obligation Bonds	-	54,939,654	-	54,939,654	2,410,363
Direct Borrowings and Placements:					
Lease Payable	194,092	122,358	89,061	227,389	75,257
Section 108 Loan	2,125,000	-	125,000	2,000,000	125,000
Total Long-Term Liabilities, Net	<u>\$ 18,837,435</u>	<u>\$ 57,594,183</u>	<u>\$ 2,638,607</u>	<u>\$ 73,793,011</u>	<u>\$ 5,730,685</u>
	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Current Portion
Business-Type Activities:					
Other Long-Term Liabilities:					
Compensated Absences	\$ 523,436	\$ 320,362	\$ 235,709	\$ 608,089	\$ 205,836
Direct Borrowings and Placements:					
Lease Payable	17,306	-	3,372	13,934	3,402
Water Installment Agreement	18,290,271	-	1,157,955	17,132,316	1,140,756
Other Debt:					
Revenue Bonds Payable	8,210,000	-	840,000	7,370,000	855,000
Pension Obligation Bonds	-	7,855,346	-	7,855,346	344,637
Total Long-Term Liabilities, Net	<u>\$ 27,041,013</u>	<u>\$ 8,175,708</u>	<u>\$ 2,237,036</u>	<u>\$ 32,979,685</u>	<u>\$ 2,549,631</u>

Internal service funds predominately serve the governmental funds. Accordingly, long-term liabilities for these funds are included as part of the above totals for governmental activities. Claims and judgments, compensated absences, net pension liability and net OPEB liability for the governmental activities are generally liquidated by the General Fund and Internal Service Funds.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 13 LONG-TERM LIABILITIES (CONTINUED)

Governmental Activities

Transportation Revenue Certificates of Participation, Series 2017 A

In August 2017, \$5,625,000 of 2017 Series A certificates of participation bonds were issued to provide funding to repair, upgrade or re-construct residential streets that are in poor to fair condition. The bonds mature annually through 2039, in amounts ranging from \$175,000 to \$355,000. Interest rates vary from 2.0% to a maximum of 5.0% and are payable semiannually on December 1 and June 1. At June 30, 2022, the outstanding balance of these bonds was \$4,680,000. The total debt service requirements to maturity with respect to the certificates included in the governmental-type activities are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 205,000	\$ 160,238	\$ 365,238
2024	215,000	149,988	364,988
2025	220,000	145,688	365,688
2026	225,000	140,738	365,738
2027	230,000	135,112	365,112
2028-2032	1,310,000	524,000	1,834,000
2033-2037	1,575,000	257,843	1,832,843
2038-2040	700,000	32,969	732,969
Total	<u>\$ 4,680,000</u>	<u>\$ 1,546,576</u>	<u>\$ 6,226,576</u>

Leases

The City leases equipment and vehicles for various terms under long-term, noncancelable lease agreements. The leases expire at various dates through 2027 and do not have renewal options.

Total future minimum lease payments are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 75,257	\$ 3,038	\$ 78,295
2024	66,807	1,915	68,722
2025	57,558	924	58,482
2026	23,538	257	23,795
2027	4,229	19	4,248
Total	<u>\$ 227,389</u>	<u>\$ 6,153</u>	<u>\$ 233,542</u>

Right-to-use assets acquired through outstanding leases are shown below, by underlying asset class.

	<u>Governmental Activities</u>
Equipment	\$ 96,042
Vehicles	220,408
Less: accumulated amortization	(76,679)
	<u>\$ 239,771</u>

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 13 LONG-TERM LIABILITIES (CONTINUED)

Governmental Activities (Continued)

Section 108 Loan Payable

The County of Los Angeles provided funds under an interim agreement to loan \$2,500,000 to the City to provide funds for Covina Senior and Community Center. The advance under the interim agreement was replaced by a Section 108 loan under the Community Development Block Grant Program of the Department of Housing and Urban Development. The City makes annual principal amount of \$125,000 commencing August 1, 2018 and annually thereafter and semiannual interest payments on August 1 and February 1 each Year. At June 30, 2022, the outstanding loan balance was \$2,000,000.

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 125,000	\$ 60,596	\$ 185,596
2024	125,000	57,369	182,369
2025	125,000	54,065	179,065
2026	125,000	50,686	175,686
2027	125,000	47,188	172,188
2028-2032	625,000	179,725	804,725
2033-2037	625,000	76,703	701,703
2038	125,000	2,241	127,241
Total	<u>\$ 2,000,000</u>	<u>\$ 528,573</u>	<u>\$ 2,528,573</u>

Pension Obligation Bonds

The City issued \$62,795,000 of Taxable Pension Obligation Bonds, Series 2021 (POB), dated August 1, 2021 to fund a portion of the City's obligations to CalPERS for the unfunded actuarial accrued liability with respect to the City's miscellaneous and safety defined benefit pension plans. The City allocated the POB between governmental activities and business-type activities as follows:

Governmental Activities	\$ 54,939,654
Business-Type Activities	<u>7,855,346</u>
	<u>\$ 62,795,000</u>

The POB is due from 2022 through 2046 in annual principal installments of \$65,000 to \$3,585,000. Interest rates range from 0.299% to 3.001% and interest is payable semiannually on February 1 and August 1. The total outstanding principal as of June 30, 2022, is \$62,795,000. The total annual debt service requirements on the POB are as follows:

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 13 LONG-TERM LIABILITIES (CONTINUED)

Governmental Activities (Continued)

Pension Obligation Bonds (Continued)

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 2,755,000	\$ 1,335,758	\$ 4,090,758
2024	2,775,000	1,325,409	4,100,409
2025	2,785,000	1,308,903	4,093,903
2026	2,805,000	1,284,896	4,089,896
2027	2,835,000	1,252,752	4,087,752
2028-2032	14,865,000	5,520,544	20,385,544
2033-2037	16,550,000	3,762,585	20,312,585
2038-2042	13,390,000	1,508,603	14,898,603
2043-2046	4,035,000	222,449	4,257,449
Total	<u>\$ 62,795,000</u>	<u>\$ 17,521,899</u>	<u>\$ 80,316,899</u>

The annual debt service requirements will be allocated 97% to governmental activities and 3% to business-type activities.

Business-Type Activities

Leases

The City leases equipment under a noncancelable lease agreement. The lease expires at in 2026 and does not have a renewal option.

Total future minimum lease payments are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 3,402	\$ 193	\$ 3,595
2024	3,456	140	3,596
2025	3,510	85	3,595
2026	3,565	30	3,595
Total	<u>\$ 13,933</u>	<u>\$ 448</u>	<u>\$ 14,381</u>

Right-to-use assets acquired through outstanding leases are shown below, by underlying asset class.

	<u>Business-Type Activities</u>
Equipment	\$ 17,306
Less: accumulated amortization	(3,461)
	<u>\$ 13,845</u>

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 13 LONG-TERM LIABILITIES (CONTINUED)

Business-Type Activities (Continued)

Revenue Bonds Payable, Sewer Enterprise Fund

Wastewater Sewer Revenue Bonds – 2019 Taxable Wastewater Revenue Refunding Bonds

In August 2020, the City, issued \$9,930,000 2019 Taxable Wastewater Revenue Refunding Bonds (2019 Bonds) for the purpose of refunding the Sewer Revenue Bonds issued in 2009 and paying issuance costs related to the 2019 Bonds. Proceeds from the 2019 Bonds and reserve funds from the 2009 Bonds were deposited in a redemption fund to redeem the outstanding amount of \$10,740,000 2009 Bonds on October 1, 2019.

Interest on the 2019 Bonds is payable semi-annually on October 1 and April 1 of year at rates ranging from 1.966% to 2.686% with principal payable October 1 commencing October 1, 2019. The 2019 Bonds are not subject to optional redemption prior to their stated maturities. A reserve fund has not been established for the 2019 Bonds.

The bonds are secured by a pledge of the net revenues received by the City for the sewer fees. Net Revenues will be equal to 120% of the fiscal year debt service if there is a transfer from a rate stabilization fund. Net revenues without the inclusion of a transfer from the rate stabilization fund will be at least equal to 100% of the fiscal year debt service requirement. Total principal and interest remaining to be paid on the bonds is \$8,141,136. Principal and interest paid for the current fiscal year and total customer net revenues were \$1,026,054 and \$1,754,480, respectively.

The total debt service requirements to maturity with respect to the certificates included in the business-type activities are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 855,000	\$ 168,768	\$ 1,023,768
2024	870,000	150,861	1,020,861
2025	885,000	132,088	1,017,088
2026	905,000	111,745	1,016,745
2027	930,000	89,301	1,019,301
2028-2030	2,925,000	118,373	3,043,373
Total	<u>\$ 7,370,000</u>	<u>\$ 771,136</u>	<u>\$ 8,141,136</u>

Revenue Bonds Payable, Water Enterprise Fund

On December 10, 2010, the City issued \$15,000,000 of Revenue Bonds with an interest rate of 2.0% - 5.0% to refund \$1,290,000 outstanding 1999 Certificate of Participation bonds and to finance various capital projects amounting to \$12,715,285.

The 2010 Water Bonds were refunded with proceeds received from the issuance of the BBVA Mortgage Corporation debt.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 13 LONG-TERM LIABILITIES (CONTINUED)

Business-Type Activities (Continued)

Revenue Bonds Payable, Water Enterprise Fund (Continued)

BBVA Mortgage Corporation Note Payable

On December 1, 2020, the City through a private placement financed debt in the amount of \$18,883,578 to provide \$5,500,000 in funds for capital projects related to the water enterprise, deposit \$13,284,326 in an escrow fund to refund in advance the 2010 Water Revenue Bonds and the 2010 Lease payable with the remaining funds were used for costs of issuance. The interest rate on the debt is 1.97% with interest and principal payable April 1 and October 1 each year commencing April 1, 2021 through October 1, 2040. In consideration for the BBVA Mortgage Corporation (the Corporation) assistance in refinancing the City's prior obligations, the City sold water capital improvements to the Corporation and concurrently, the Corporation resold

Under the agreement, the City has covenanted that it will prescribe, revise and collect such charges for the services and facilities of its municipal water system which will produce gross revenues that will generate net revenues equal to 1.25 times the maximum debt service. Principal and interest paid for the current year for all water related debt and total customer net revenues were \$1,512,429 and \$3,509,799, respectively.

The total debt service requirements to maturity with respect to the note payable included in the business-type activities are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 1,140,756	\$ 331,945	\$ 1,472,701
2024	1,163,388	309,359	1,472,747
2025	1,185,418	286,330	1,471,748
2026	976,921	262,871	1,239,792
2027	763,400	245,786	1,009,186
2028-2032	4,046,141	996,428	5,042,569
2033-2037	4,463,607	579,624	5,043,231
2038-2041	3,392,685	134,995	3,527,680
Total	<u>\$ 17,132,316</u>	<u>\$ 3,147,338</u>	<u>\$ 20,279,654</u>

NOTE 14 FUND BALANCES

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the City is bound to honor constraints on the specific Purposes for which amounts in the funds can be spent. As of June 30, 2022, fund balances for governmental funds are made up of the following:

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 14 FUND BALANCES (CONTINUED)

Nonspendable Fund Balance. Nonspendable fund balance includes amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The not in spendable form criterion includes items that are not expected to be converted to cash (for example, inventories, prepaid amounts and due from successor agency in the General Fund).

Restricted Fund Balance. Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.

Committed Fund Balance. Committed fund balance includes amounts that can only be used for the specific purposes determined by a formal action of the City's highest level of decision-making authority, the City Council. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the constraint originally (for example: resolution and ordinance). Ordinance is the highest level of the City Council's approval.

Assigned Fund Balance. Assigned fund balance comprises amounts intended to be used by the City for specific purposes that are neither restricted nor committed. *Intent* is expressed by (a) the City Council or (b) a body (for example: a budget or finance committee) or official to which the City Council has delegated through its fund balance policy the authority to assign amounts to be used for specific purposes. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) other than the General Fund, that are not classified as nonspendable, restricted or committed.

Unassigned Fund Balance. Unassigned fund Balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned and unassigned.

The City Council adopted a Reserve Policy. The policy aims to help reduce the negative impact on the City in times of economic uncertainty and potential losses of funding from other governmental agencies. City reserves are restricted for one-time purposes. The policy establishes minimum requirements for General Fund nondepartmental reserves and provides guidelines for the use of these funds.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 14 FUND BALANCES (CONTINUED)

General Fund Nondepartmental Reserve Requirements

Appropriation for contingencies is maintained at 20% of total General Fund net appropriations for one-time emergencies and economic uncertainties. Excess fund balance at year-end must first be used to replenish the reserve amount at the 20% level.

	General Fund	Other Grants Fund	Nonmajor Governmental	Total
Nonspendable:				
Prepaid Items	\$ 82,179	\$ -	\$ 7,949	\$ 90,128
Total	82,179	-	7,949	90,128
Restricted:				
Culture and Recreation	314,391	162	961,332	1,275,885
Redevelopment and Housing	-	-	3,832,416	3,832,416
Community Development	-	82,645	281,911	364,556
Law Enforcement	71,371	-	351,149	422,520
Street and Transportation Projects	-	-	6,246,458	6,246,458
Air Quality Projects	-	-	153,406	153,406
Assessment Districts	-	-	1,222,610	1,222,610
Culture and Recreation	-	-	643,810	643,810
Other Capital Projects	-	-	1,456,412	1,456,412
Total	385,762	82,807	15,149,504	15,618,073
Committed:				
Emergency Contingency	19,334,315	-	-	19,334,315
Community Development	546,500	-	-	546,500
Culture and Recreation	75,083	-	-	75,083
Other Capital Projects	181,084	-	-	181,084
Total	20,136,982	-	-	20,136,982
Assigned:				
Community Development	7,268	-	-	7,268
Total	7,268	-	-	7,268
Unassigned	6,786,935	-	(463,734)	6,323,201
Total	<u>\$27,399,126</u>	<u>\$ 82,807</u>	<u>\$14,693,719</u>	<u>\$42,175,652</u>

NOTE 15 CONTINGENCIES

The City is involved in several pending lawsuits of a nature common to many similar jurisdictions. City management estimates that potential claims against the City, not covered by insurance, will not have a material adverse effect on the financial position of the City.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 16 JOINT VENTURE

The Covina Irrigating Company (the Company) is a nonprofit mutual water company. The purpose of the Company is to develop, distribute, supply or deliver water at cost for irrigation and domestic uses of its stockholders. The governing board of directors consists of nine directors which are elected by the stockholders.

The City's investment in the Company has been recorded on the equity method of accounting and is shown as an "investment in joint venture" in the Water Utility Enterprise Fund. The City invested in the Company's shares solely to ensure that present and future water supply will be maintained at an adequate level. The City's equity share is 42.19%.

Complete financial statements for Covina Irrigating Company can be obtained from the Company. Summarized audited information for the fiscal year ended June 30, 2022, is as follows:

Operating Revenues	\$ 17,209,592
Operating Expenses	<u>(21,630,550)</u>
Operating Income	(4,420,958)
Nonoperating Income (Loss)	<u>(144,478)</u>
Net Income	<u>\$ (4,565,436)</u>
Total Assets	<u>\$ 25,189,833</u>
Total Liabilities	\$ 7,900,499
Total Fund Equity	<u>17,289,334</u>
Total Liability and Fund Equity	<u>\$ 25,189,833</u>

The difference of the acquisition cost of shares by the City over the corresponding percentage of net position acquired at the time of acquisition is considered goodwill.

The City is also a participant in several cost-sharing agreements with other governmental units. There is no significant financial interest or ongoing financial responsibility on the part of the City with these agreements.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 17 OTHER POSTEMPLOYMENT BENEFITS (OPEB)

E. General Information about the OPEB Plan

Plan Description

The City provides retiree medical benefits under the CalPERS health plan which provides medical insurance benefits to eligible retirees and their spouses in accordance with various labor agreements. This plan is a single-employer defined benefit plan and does not issue separate financial statements. Copies of the CalPERS's annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814. Eligible employees that do not participate in the CalPERS health plan are eligible to receive monthly payments from the City. These benefits are accounted for under the OPEB liability.

Eligibility

Employees are eligible for retiree health benefits if they retire from the City on or after age 50 (unless disabled) and are eligible for a PERS pension. The benefits are available only to employees who retire from the City. Membership of the plan consisted of the following at the June 30, 2021, measurement date:

Active Plan Members	171
Inactive Employees or Beneficiaries Currently Receiving Benefit Payments	151
Total	<u>322</u>

Contributions

The contribution requirements of plan members and the City are established and may be amended by the City and the City Council. The City must agree to make a defined monthly payment toward the cost of each retiree's overage.

B. Net OPEB Liability

The City's net OPEB liability was measured as of June 30, 2021, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2020.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 17 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

B. Net OPEB Liability (Continued)

Actuarial Assumptions

The total OPEB liability in the July 1, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified. The actuarial assumptions were based on a review of plan experience during the period June 30, 2018 to June 30, 2020.

Valuation Date	July 1, 2020
Funding Method	Entry-age normal cost, level percent of pay
Discount Rate	3.81%
Investment Rate of Return	4.50% per year net of expenses
Inflation	2.75%
Aggregate Payroll Increases	2.75%
Mortality Rate	Preretirement mortality rates from CalPERS Experience Study (1997 -2015) Postretirement mortality rates for healthy recipients from CalPERS Experience Study (1997-2015)
Healthcare Trend Rate	4.0% for 2021-2023; 5.2% for 2024-2069; and 4% for 2070 and later years. Medicare ages: 4% for 2021-2023 and 3.5% for 2024 and later years

Long-Term Expected Rate of Return

The long-term expected rate of return on OPEB plan investments was determined using a building block method in which expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. The calculated investment rate of return was set equal to the expected ten-year compound (geometric) real rate of return plus inflation (rounded to the nearest 25 basis point where appropriate).

The table below reflects the long-term expected real rate of return by asset class (based on published capital market assumptions).

Asset Class	Assumed Asset Allocation	Real Rate of Return
Broad U.S. Equity	20 %	4.40 %
U.S. Fixed	75 %	1.50 %
Cash Equivalents	5 %	0.10 %
Total	100 %	

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 17 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

B. Net OPEB Liability (Continued)

Discount Rate

GASB 75 generally requires that a blended discount rate be used to measure the Total OPEB Liability. The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position (fair market value of assets) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 75 will often require that the actuary perform complex projections of future benefit payments and asset values. This has resulted in a blended discount rate of 3.81%, which takes into account the long-term expected rate of return of 4.5% and the Bond Buyer 20-Bond GO Index municipal bond rate of 1.92%.

Change in Assumptions

The discount rate was changed from 3.34% to 3.81%.

C. Change in the Net OPEB Liability

The changes in the net OPEB liability are as follows:

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability/(Asset)
	(a)	(b)	(c) = (a) - (b)
Balance at June 30, 2020 (Measurement Date)	\$ 7,577,325	\$ 546,560	\$ 7,030,765
Changes Recognized for the Measurement Period:			
Service Cost	263,838	-	263,838
Interest on the Total OPEB Liability	252,672	-	252,672
Changes of Benefit Terms	-	-	-
Differences Between Expected and Actual Experience	-	-	-
Changes of Assumptions	(348,629)	-	(348,629)
Contribution from the Employer	-	1,056,834	(1,056,834)
Net Investment Income	-	47,030	(47,030)
Administrative Expenses	-	(3,353)	3,353
Benefit Payments	(556,834)	(556,834)	-
Net Changes During July 1, 2020 to June 30, 2021	(388,953)	543,677	(932,630)
Balance at June 30, 2021 (Measurement Date)	\$ 7,188,372	\$ 1,090,237	\$ 6,098,135

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 17 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

C. Change in the Net OPEB Liability (Continued)

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.81%) or one percentage point higher (4.81%) than the current discount rate:

Plan's Net OPEB Liability (Asset)		
Discount Rate	Current	Discount Rate
-1%	Discount Rate	+1%
\$ 6,874,677	\$ 6,098,135	\$ 5,439,683

The following presents the net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using a healthcare cost trend rate that is one percentage point lower or one percentage point higher than the current discount rate:

	1% Decrease	Current Trend	1% Increase
Net OPEB Liability	\$ 5,592,816	\$ 6,098,135	\$ 6,735,404

Subsequent Events

There were no subsequent events that would materially affect the results presented in this disclosure.

D. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2022, the City recognized OPEB expense of \$561,806. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB Contributions Subsequent to Measurement Date	\$ 654,251	\$ -
Differences Between Actual and Expected Experience	575,495	(388,449)
Change in Assumptions	698,257	(776,166)
Net Differences Between Projected and Actual Earnings	-	(15,378)
Total	<u>\$ 1,928,003</u>	<u>\$ (1,179,993)</u>

The change in assumptions and differences between actual and expected experience are amortized over the expected average remaining service life. The expected average remaining service life for the 2021 measurement period is 7.9 years.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 17 OTHER POSTEMPLOYMENT BENEFITS (OPEB) (CONTINUED)

**D. OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB
(Continued)**

\$654,251 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ending June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized as OPEB expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2023	\$ 71,217
2024	68,242
2025	56,722
2026	(7,879)
2027	(26,532)
Thereafter	(68,011)

E. Payable to the OPEB Plan

At June 30, 2022, the City had no outstanding amount of contributions to the OPEB plan required for the year ended June 30, 2022.

NOTE 18 RELATED PARTY TRANSACTIONS

The City entered into an agreement with Covina Irrigating Company (CIC) for the pumping, treating, and delivering the water to City reservoirs. During the fiscal year, the City paid \$2,840,735 to the Covina Irrigating Company for the services of pumping, treating and delivery of water.

CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 19 ENCUMBRANCES

The City uses encumbrances to control expenditure commitments for the year and to enhance cash management. Encumbrances represent commitments related to contracts not yet performed and purchase orders not yet filled (executory contracts; and open purchase orders). Commitments for such expenditure of monies are encumbered to reserve a portion of applicable appropriations. Encumbrances still open at year-end are not accounted for as expenditures and liabilities but, rather, as restricted or assigned governmental fund balance.

As of June 30, 2022, total governmental fund encumbrance balances for the City are as follows:

General Fund	\$ 252,445
Nonmajor Governmental Fund	5,021,229
Total Governmental Funds	<u>\$ 5,273,674</u>

NOTE 20 SUCCESSOR AGENCY TRUST FOR ASSETS OF THE FORMER REDEVELOPMENT AGENCY (SACRA)

The assets and liabilities of the former Redevelopment Agency were transferred to the Successor Agency of the Covina Redevelopment Agency on February 1, 2012, as a result of the dissolution of the former Redevelopment Agency. The City is acting in a fiduciary capacity for the assets and liabilities. Disclosure related to long-term liabilities are as follows:

Long-Term Liabilities

Long-term liability activity for the year ended June 30, 2022, was as follows:

	Balance July 1, 2021	Additions	Deletions	Balance June 30, 2022	Current Portion
Compensated Absences	\$ 30,864	\$ 2,057	\$ -	\$ 32,921	\$ 32,921
Tax Allocation Bonds	8,205,000	-	2,630,000	5,575,000	2,765,000
Accreted Interest	-	-	-	-	-
Unamortized Premium on Tax Allocation Bonds	754,224	-	115,205	639,019	115,205
Total Long-Term Liabilities, Net	<u>\$ 8,990,088</u>	<u>\$ 2,057</u>	<u>\$ 2,745,205</u>	<u>\$ 6,246,940</u>	<u>\$ 2,913,126</u>

Tax Allocation Revenue Bonds of 2004 Series B

On November 1, 2004, the Agency issued \$9,610,000 Tax Allocation Revenue Bonds of 2004, Series B. Interest is payable semiannually on June 1 and December 1 of each year at rates of interest ranging from 2.74% to 3.94%. The bonds are taxable and payment of principal on the bonds began December 1, 2005, and they are due on December 1 each year until 2023. The outstanding principal balance as of June 30, 2022 was \$735,000.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 20 SUCCESSOR AGENCY TRUST FOR ASSETS OF THE FORMER REDEVELOPMENT AGENCY (SACRA) (CONTINUED)

Long-Term Liabilities (Continued)

Tax Allocation Revenue Refunding Bonds of 2013, Series E

On December 24, 2013, the Successor Agency of the former Covina Redevelopment Agency issued (through the County of Los Angeles Redevelopment Refunding Authority) 2013E Tax Allocation Revenue Refunding Bonds in the amount of \$12,151,600. The purpose of the issue was to refund and defease the 1997 B Revenue Bonds and 2002 A Revenue Bonds plus accreted interest thereon. The proceeds from this issue plus any reserve funds remaining for the 1997 B and 2002 A bonds was used to fund an escrow account which were used to redeem the 1997 B and 2002 A bonds on January 22, 2014. The redemption price was equal to 100% of the 1997 B and 101% of the accreted value of the 2002 E.

The 2013 bonds are issued as \$9,460,000 in serial bonds with a maturity date of December 1, 2023. These bonds carry interest at 3-5%. Also issued was \$1,756,600 in Capital Appreciation Bonds with final maturity of December 1, 2020. Interest rates are 3.5-4%.

The bonds are secured by tax revenues generated within the project area and as allocated for the payment of the debt by the County of Los Angeles per recognized obligation schedule.

The outstanding principal balance of the bonds at June 30, 2022, is \$4,655,000.

Tax Allocation Revenue Refunding Bonds of 2014, Series E

On December 17, 2014, the Successor Agency of the former Covina Redevelopment Agency issued (through the County of Los Angeles Redevelopment Refunding Authority) 2014A Tax Allocation Revenue Refunding Bonds in the amount of \$6,985,000. The purpose of the issue was to refund and defease the 1997 A Revenue Bonds and 2004 A Revenue Bonds. The proceeds from this issue plus any reserve funds remaining for the 1997 A and 2004 A bonds was used to fund an escrow account which was used to redeem the 1997 A and 2004 A bonds on January 8, 2015. The redemption price was equal to 100% of the 1997 A Revenue Bonds 2004 A Revenue Bonds.

The 2014 bonds were issued as \$6,985,000 in serial bonds with a maturity date of December 15, 2023. These bonds carry interest at 2-5%.

The bonds are secured by tax revenues generated within the project area and as allocated for the payment of the debt by the County of Los Angeles per recognized obligation schedule.

**CITY OF COVINA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022**

NOTE 20 SUCCESSOR AGENCY TRUST FOR ASSETS OF THE FORMER REDEVELOPMENT AGENCY (SACRA) (CONTINUED)

Long-Term Liabilities (Continued)

Tax Allocation Revenue Refunding Bonds of 2014, Series E (Continued)

The outstanding principal balance of the bonds at June 30, 2022, is \$185,000.

Debt Service requirements to maturity with respect to SACRA's Tax Allocation Bonds are as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 2,765,000	\$ 211,679	\$ 2,976,679
2024	2,810,000	70,944	2,880,944
Total	<u>\$ 5,575,000</u>	<u>\$ 282,623</u>	<u>\$ 5,857,623</u>

REQUIRED SUPPLEMENTARY INFORMATION

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CITY OF COVINA
SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY AND RELATED RATIOS
MISCELLANEOUS
LAST TEN FISCAL YEARS*

Fiscal year ended	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Measurement period	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Total Pension Liability:								
Service cost	\$ 1,411,076	\$ 1,493,026	\$ 1,380,689	\$ 1,347,039	\$ 1,152,992	\$ 1,486,092	\$ 1,420,544	\$ 1,399,079
Interest on total pension liability	6,951,248	6,728,565	6,507,596	6,146,087	5,977,026	6,066,839	5,848,966	5,596,243
Differences between expected and actual experience	207,569	129,660	2,271,369	90,424	(3,886,390)	(362,755)	269,486	-
Changes in assumptions	-	-	-	(479,050)	5,024,331	-	(1,428,592)	-
Changes in benefits	-	-	-	-	-	-	-	-
Benefit payments, including refunds of employee contributions	(5,397,430)	(5,150,041)	(4,817,247)	(4,633,255)	(4,314,593)	(4,154,693)	(4,028,300)	(3,984,640)
Net Change in Total Pension Liability	3,172,463	3,201,210	5,342,407	2,471,245	3,953,366	3,035,483	2,082,104	3,010,682
Total Pension Liability - Beginning of Year	99,005,858	95,804,648	90,462,241	87,990,996	84,037,630	81,002,147	78,920,043	75,909,361
Total Pension Liability - End of Year (a)	\$ 102,178,321	\$ 99,005,858	\$ 95,804,648	\$ 90,462,241	\$ 87,990,996	\$ 84,037,630	\$ 81,002,147	\$ 78,920,043
Plan Fiduciary Net Position:								
Contributions - employer	\$ 2,994,204	\$ 2,794,762	\$ 2,386,884	\$ 2,064,731	\$ 1,424,175	\$ 1,410,961	\$ 1,599,026	\$ 1,453,480
Contributions - employee	648,674	652,852	656,805	666,102	565,326	578,334	781,508	865,295
Plan to plan resource movement	-	(1,599)	-	(148)	24,693	-	9,481	-
Net investment income	15,110,547	3,264,202	4,117,352	5,103,206	6,234,088	296,745	1,328,803	8,890,960
Benefit payments	(5,397,430)	(5,150,041)	(4,817,247)	(4,633,255)	(4,314,593)	(4,154,693)	(4,028,300)	(3,984,640)
Administrative expense	(67,457)	(93,130)	(45,355)	(274,830)	(84,138)	(35,892)	(66,233)	-
Net Change in Plan Fiduciary Net Position	13,288,538	1,467,046	2,298,439	2,925,806	3,849,551	(1,904,545)	(375,715)	7,225,095
Plan Fiduciary Net Position - Beginning of Year	67,528,476	66,061,430	63,762,991	60,837,185	56,987,634	58,892,179	59,267,894	52,042,799
Plan Fiduciary Net Position - End of Year (b)	\$ 80,817,014	\$ 67,528,476	\$ 66,061,430	\$ 63,762,991	\$ 60,837,185	\$ 56,987,634	\$ 58,892,179	\$ 59,267,894
Net Pension Liability - Ending (a)-(b)	\$ 21,361,307	\$ 31,477,382	\$ 29,743,218	\$ 26,699,250	\$ 27,153,811	\$ 27,049,996	\$ 22,109,968	\$ 19,652,149
Plan fiduciary net position as a percentage of the total pension liability	79.09%	68.21%	68.95%	70.49%	69.14%	67.81%	72.70%	75.10%
Covered payroll	8,337,323	7,996,049	7,646,268	6,130,981	\$ 8,782,015	\$ 8,497,600	\$ 7,967,419	\$ 7,967,419
Net pension liability as percentage of covered payroll	256.21%	393.66%	388.99%	435.48%	309.20%	318.33%	277.50%	246.66%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 to June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no changes in assumptions.

* Fiscal year 2015 was the first year of implementation and therefore only eight years are shown.

See accompanying Note to Required Supplementary Information.

CITY OF COVINA
SCHEDULE OF CONTRIBUTIONS – MISCELLANEOUS
LAST TEN FISCAL YEARS*

Fiscal year ended	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016
Actuarially determined contribution	\$ 3,287,810	\$ 2,995,659	\$ 2,794,762	\$ 2,386,725	\$ 1,424,175	\$ 1,430,571	\$ 1,599,026
Contributions in relation to the actuarially determined contributions	(28,389,913)	(2,995,659)	(2,794,762)	(2,386,725)	(2,078,674)	(1,430,571)	(1,599,026)
Contribution deficiency (excess)	<u>\$ (25,102,103)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (654,499)</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 8,337,323	\$ 7,882,583	\$ 7,996,049	\$ 7,646,268	\$ 6,130,981	\$ 8,782,015	\$ 8,497,600
Contributions as a percentage of covered payroll	340.52%	38.00%	34.95%	31.21%	33.90%	16.29%	18.82%
Notes to Schedule:							
Valuation date	June 30, 2018	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014	June 30, 2013
Methods and Assumptions Used to Determine Contribution Rates:							
Actuarial cost method	Entry age	Entry age	Entry age	Entry age	Entry age	Entry age	Entry age
Amortization method	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Asset valuation method	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value
Inflation	2.50%	2.50%	2.63%	2.75%	2.75%	2.75%	2.75%
Salary increases	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Investment rate of return	7.00% (3)	7.00% (3)	7.25% (3)	7.375% (3)	7.50% (3)	7.50% (3)	7.50% (3)
Mortality	(4)	(4)	(4)	(4)	(4)	(4)	(4)

- (1) Level percentage of payroll, closed
(2) Depending on age, service and type of employment
(3) Net of pension plan investment expense, including inflation
(4) Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

* Fiscal year 2015 was the first year of implementation and therefore only eight years are shown.

See accompanying Note to Required Supplementary Information.

CITY OF COVINA
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
SAFETY
LAST TEN FISCAL YEARS*

	Safety							
Fiscal year ended	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Measurement period	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Plan's proportion of the net pension liability	0.77033%	0.58950%	0.56627%	0.54852%	0.56064%	0.56696%	0.46197%	0.41430%
Plan's proportionate share of the net pension liability	\$ 27,034,631	\$ 39,280,317	\$ 35,349,515	\$ 32,026,302	\$ 30,950,899	\$ 26,302,740	\$ 19,035,092	\$ 15,540,223
Plan's covered payroll	\$ 6,861,894	\$ 6,490,821	\$ 6,548,655	\$ 6,325,051	\$ 6,325,051	\$ 6,672,936	\$ 6,433,232	\$ 6,575,024
Plan's proportionate share of the net pension liability as a percentage of covered payroll	393.98%	605.17%	539.80%	506.34%	489.34%	394.17%	295.89%	236.35%
Plan's proportionate share of the fiduciary net position as a percentage of the Plan's total pension liability	79.78%	75.26%	75.26%	85.14%	85.14%	79.48%	81.50%	84.45%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

From fiscal year June 30, 2015 to June 30, 2016:

GASB 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expense but without reduction for pension plan administrative expense. The discount rate of 7.50% used for the June 30, 2014 measurement date was net of administrative expenses. The discount rate of 7.65% used for the June 30, 2015 measurement date is without reduction of pension plan administrative expense.

From fiscal year June 30, 2016 to June 30, 2017:

There were no changes in assumptions.

From fiscal year June 30, 2017 to June 30, 2018:

The discount rate was reduced from 7.65% to 7.15%.

From fiscal year June 30, 2018 to June 30, 2019:

There were no significant changes in assumptions.

From fiscal year June 30, 2019 to June 30, 2020:

There were no changes in assumptions.

From fiscal year June 30, 2020 to June 30, 2021:

There were no changes in assumptions.

* Fiscal year 2015 was the first year of implementation and therefore only eight years are shown.

See accompanying Note to Required Supplementary Information.

**CITY OF COVINA
SCHEDULE OF CONTRIBUTIONS – SAFETY
LAST TEN FISCAL YEARS***

	Safety							
Fiscal year ended	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015
Contractually required contribution (actuarially determined)	\$ 4,346,122	\$ 3,885,326	\$ 2,758,911	\$ 2,360,587	\$ 1,969,480	\$ 1,730,321	\$ 1,549,717	\$ 1,241,075
Contributions in relation to the actuarially determined contributions	(36,196,719)	(3,885,326)	(2,758,911)	(2,360,587)	(1,969,480)	(1,730,321)	(1,549,717)	(1,241,075)
Contribution deficiency (excess)	<u>\$ (31,850,597)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 7,155,333	\$ 6,861,894	\$ 6,490,821	\$ 6,548,655	\$ 6,325,051	\$ 6,325,051	\$ 6,672,936	\$ 6,433,232
Contributions as a percentage of covered payroll	505.87%	56.62%	42.50%	36.05%	31.14%	27.36%	23.22%	19.29%
Notes to Schedule:								
Valuation Date	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014	6/30/2013	6/30/2012
Methods and Assumptions Used to Determine Contribution Rates:								
Actuarial cost method	Entry age	Entry age	Entry age	Entry age	Entry age	Entry age	Entry age	Entry age
Amortization method	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Asset valuation method	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	Fair Value	15- Year Smoothed Market Method
Inflation	2.50%	2.50%	2.63%	2.75%	2.75%	2.75%	2.75%	2.75%
Salary increases	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Investment rate of return	7.00% (3)	7.00% (3)	7.25% (3)	7.375% (3)	7.50% (3)	7.50% (3)	7.50% (3)	7.50% (3)
Mortality	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

(1) Level percentage of payroll, closed

(2) Depending on age, service and type of employment

(3) Net of pension plan investment expense, including inflation

(4) Mortality assumptions are based on mortality rates resulting from the most recent CalPERS Experience Study adopted by the CalPERS Board.

* Fiscal year 2015 was the first year of implementation and therefore only eight years are shown.

See accompanying Note to Required Supplementary Information.

CITY OF COVINA
OTHER POSTEMPLOYMENT BENEFITS (OPEB)
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
LAST TEN FISCAL YEARS*

Fiscal year-end	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018
Measurement date	6/30/2021	6/30/2020	6/30/2019	6/30/2018	6/30/2017
Total OPEB Liability:					
Service cost	\$ 263,838	\$ 315,436	\$ 271,591	\$ 173,634	\$ 155,856
Interest on total OPEB liability	252,672	234,306	253,720	285,949	287,858
Changes in benefit terms	-	70,024	-	-	-
Difference between expected and actual experience	-	770,579	-	(963,933)	-
Change in assumptions and other inputs	(348,629)	(631,555)	355,233	1,264,415	-
Benefit payments, including refunds and the implied subsidy benefit payments	(556,834)	(510,755)	(457,669)	(411,596)	(413,635)
Net Change in Total OPEB Liability	(388,953)	248,035	422,875	348,469	30,079
Total OPEB Liability - Beginning of Year	7,577,325	7,329,290	6,906,415	6,557,946	6,527,867
Total OPEB Liability - End of Year (a)	7,188,372	7,577,325	7,329,290	6,906,415	6,557,946
Plan Fiduciary Net Position:					
Contributions - employer	1,056,834	510,755	457,669	411,596	413,635
Net investment income	47,030	27,077	34,489	9,519	18,600
Administrative expenses	(3,353)	(3,091)	(2,728)	(2,630)	(2,372)
Benefit payments, including refunds and the implied subsidy benefit payments	(556,834)	(510,755)	(457,669)	(411,596)	(413,635)
Net Change in Plan Fiduciary Net Position	543,677	23,986	31,761	6,889	16,228
Plan Fiduciary Net Position - Beginning of Year	546,560	522,574	490,813	483,924	467,696
Plan Fiduciary Net Position - End of Year (b)	1,090,237	546,560	522,574	490,813	483,924
Net OPEB Liability - Ending (a)-(b)	\$ 6,098,135	\$ 7,030,765	\$ 6,806,716	\$ 6,415,602	\$ 6,074,022
Plan fiduciary net position as a percentage of the total OPEB liability	15.17%	7.21%	7.13%	7.11%	7.38%
Covered - employee payroll	19,596,677	18,127,870	17,042,879	13,316,004	\$ 12,959,615
Net OPEB liability as percentage of covered - employee payroll	31.12%	38.78%	39.94%	48.18%	46.87%

Notes to Schedule:

Benefit Changes:

There were no changes in benefits.

Changes in Assumptions:

The fiscal year ended June 30, 2018 is the first year of implementation. For fiscal year ended June 30, 2020, discount rate was changed to 3.17% from 3.65%, inflation rate remained 3.0% and health care trend was changed to 5.9% in 2019 decreasing to 5% in 2028. For fiscal year ended June 30, 2021, the discount rate was changed to 3.34% from 3.17% and the health care trend rate was changed to 4% decreasing to 3.5% for 2024 and later years. For fiscal year ended June 30, 2022, the discount rate was changed to 3.81% from 3.34% and the health care trend rate was changed to 4.0% for 2021-2023, 5.2% for 2024-2069 and 4.0% for 2070 and later

* Fiscal year 2018 was the first year of implementation and therefore only five years are shown.

See accompanying Note to Required Supplementary Information.

**CITY OF COVINA
OTHER POSTEMPLOYMENT BENEFITS (OPEB)
SCHEDULE OF CONTRIBUTIONS
LAST TEN FISCAL YEARS***

Fiscal year ended	6/30/2022	6/30/2021	6/30/2020	6/30/2019	6/30/2018
Actuarially determined contribution	\$ 490,144	\$ 556,834	\$ 511,353	\$ 497,668	\$ 409,995
Contributions in relation to the actuarially determined contributions	<u>(553,834)</u>	<u>(477,026)</u>	<u>(511,353)</u>	<u>(497,668)</u>	<u>(409,995)</u>
Contribution deficiency (excess)	<u>\$ (63,690)</u>	<u>\$ 79,808</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	20,087,715	19,596,677	18,127,870	17,042,879	\$ 13,316,004
Contributions as a percentage of covered employee payroll	2.76%	2.43%	2.82%	2.92%	3.08%

Notes to Schedule:

Valuation Date	6/30/2020	6/30/2020	6/30/2018	6/30/2018	6/30/2017
Methods and Assumptions Used to Determine Contribution Rates:					
Actuarial cost method					
Amortization method					
Discount rate	1.92%	2.45%	3.17%	3.65%	4.50%
Inflation	2.75%	2.75%	3.00%	3.00%	2.75%
Mortality rate	(2)	(2)	(1)	(1)	(1)
Healthcare trend rate					

- (1) 2014 CalPERS Mortality Rate for Active Safety, Retired Safety and Active Miscellaneous
(2) 2017 CalPERS Mortality Rate for Active Safety, Retired Safety and Active Miscellaneous

Fiscal year 2018 was the first year of implementation and therefore only five years are shown.

See accompanying Note to Required Supplementary Information.

CITY OF COVINA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
BUDGETARY FUND BALANCE - JULY 1	\$ 20,800,219	\$ 20,800,219	\$ 20,800,219	\$ -
Resources (Inflows):				
Property Taxes	13,715,000	14,006,000	15,177,869	1,171,869
Sales Tax, Intergovernmental	17,535,000	18,800,000	20,249,413	1,449,413
Transient Occupancy Taxes	10,000	50,000	95,950	45,950
Property Transfer Taxes	200,000	200,000	278,481	78,481
Business License Taxes	330,000	330,000	362,368	32,368
Utility User Taxes	4,500,000	4,680,000	5,082,103	402,103
Franchise Taxes	2,006,000	2,006,000	2,246,113	240,113
Licenses and Permits	1,218,800	1,234,800	1,442,013	207,213
Intergovernmental	638,000	664,638	920,671	256,033
Charges for Services	3,911,848	4,524,198	5,217,922	693,724
Fines and Forfeits	925,000	910,000	1,081,458	171,458
Investment Earnings	143,700	143,700	(1,146,017)	(1,289,717)
Sale of Property	-	-	460,000	460,000
Debt Proceeds	-	52,646,184	52,646,184	-
Miscellaneous	377,350	397,376	577,330	179,954
Transfers In	180,000	2,724,000	192,723	(2,531,277)
Amounts Available for Appropriation	66,490,917	124,117,115	125,684,800	1,567,685
Charges to Appropriations (Outflows):				
Current:				
General Government	2,548,810	5,846,461	5,316,041	530,420
Public Safety	33,215,187	72,590,296	70,437,402	2,152,894
Public Works	2,053,817	3,800,478	3,823,677	(23,199)
Culture and Recreation	4,619,437	7,531,858	6,956,833	575,025
Community Development	2,303,614	6,154,909	5,278,203	876,706
Debt Service:				
Interest and Fiscal Charges	-	482,781	483,781	(1,000)
Transfers Out	(166,764)	7,521,131	6,002,213	1,518,918
Total Charges to Appropriation	44,574,101	103,927,914	98,298,150	5,629,764
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 21,916,816</u>	<u>\$ 20,189,201</u>	<u>\$ 27,386,650</u>	<u>\$ 7,197,449</u>

See accompanying Note to Required Supplementary Information.

**CITY OF COVINA
BUDGETARY COMPARISON SCHEDULE
OTHER GRANTS FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE (DEFICIT) - JULY 1	\$ (24,629)	\$ (24,629)	\$ -
Resources (Inflows):			
Intergovernmental	4,052,286	533,826	(3,518,460)
Investment Earnings	-	162	
Miscellaneous	500	10,864	10,364
Amounts Available for Appropriation	<u>4,028,157</u>	<u>520,223</u>	<u>(3,508,096)</u>
Charges to Appropriations (Outflows):			
Public Safety	3,275,660	249,887	3,025,773
Public Works	30,186	7,106	23,080
Culture and Recreation	67,925	86,320	(18,395)
Community Development	525,000	94,103	430,897
Capital Outlay	51,789	-	51,789
Total Charges to Appropriation	<u>3,950,560</u>	<u>437,416</u>	<u>3,513,144</u>
BUDGETARY FUND BALANCE - JUNE 30	<u><u>\$ 77,597</u></u>	<u><u>\$ 82,807</u></u>	<u><u>\$ 5,048</u></u>

See accompanying Note to Required Supplementary Information.

CITY OF COVINA
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2022

NOTE 1 STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. City departments submit budget and service requests to the City Manager. The City Manager prepares a recommended budget to be presented to the City Council.
2. The annual budget is adopted by the City Council on or before June 30 of each fiscal year after holding public hearings to receive input for the general operation of the City. The operating budget includes proposed expenditures and the means of financing them.
3. The appropriated budget is prepared by fund, program and activity. Departments may make appropriation transfers within activities. The City Manager is authorized to make appropriation transfers between activities within funds excluding the contingency appropriation. The City Council approves total budgeted appropriations and any amendments between funds and the use of contingency appropriation. This appropriated budget covers City expenditures in all governmental funds. Actual expenditures may not exceed budgeted appropriations at the fund level. Budget figures used in the accompanying financial statements are the original budget including prior year carryovers and the final budget including current year amendments.
4. Formal budgetary integration is employed as a management control device during the year. Commitments for materials and services, such as purchase orders and contracts, are recorded as encumbrances to assist in controlling expenditures. Encumbrances at year-end lapse, and then are added to the following year's budgeted appropriations.
5. Annual budgets for governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Accordingly, actual revenues and expenditures can be compared with related budgeted amounts without any significant reconciling items other than the American Rescue Plan Act (ARPA) Fund which did not have an adopted budget. No budgetary comparisons are presented for the proprietary funds, as the City is not legally required to adopt budgets for this fund type.
6. Appropriation for capital projects and certain grants and contributions authorized but not constructed or completed during the year lapse at year-end, and then are included as part of appropriations in the following years' annual budget.
7. Under Article XIII B of the California Constitution (the Gann Spending Limitation), the City is restricted as to the amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates, revised fee schedules or other refund arrangements.

SUPPLEMENTARY INFORMATION

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**CITY OF COVINA
OTHER GOVERNMENTAL FUNDS
NONMAJOR GOVERNMENTAL FUNDS**

Special revenue funds account for revenues derived from specific taxes or other earmarked revenue sources. They are usually required by statute or local ordinance and /or resolution to finance particular functions, or activities. Non-major special revenue governmental funds of the City are as follows:

Community Development Block Grant Fund is a special revenue fund that accounts for the funding from the Department of Housing and Urban Development (HUD) in the form of a Community Block Grant (CDBG) program. The program has specific federal guidelines and all CDBG fund expenditures are monitored for compliance with both federally mandated rules and regulations and County of Los Angeles regulations.

Proposition A Transit Fund accounts for the receipts of the City's share of the 1/2 cent sales tax levied in Los Angeles County for local transit uses.

Law Enforcement Fund accounts for federal and state local law enforcement grants and subventions to finance certain police activities.

Narcotic Seizure Fund accounts for receipts and disbursements associated with the federal, state and local narcotic seizure programs.

State Gas Tax Fund accounts for money apportioned by state statutes of the State of California to provide financing for street maintenance and improvements.

Proposition C Local Return Fund accounts for financial activities for the City's share of Proposition C monies; designated for transportation related activities.

Air Quality Improvement Fund accounts for the motor vehicle fee for air and environmental improvements.

Municipal Parking District Fund accounts for receipts and expenditures for electricity, lot maintenance and engineering services in the various municipal parking lots.

Lighting Assessment District Fund accounts for special assessment collections from benefited properties for street lighting energy and maintenance.

Landscaping Assessment District Fund accounts for special assessment collections from benefited properties for landscape maintenance activities.

Community Facilities District Fund accounts for special assessment collections from benefited properties for community facilities maintenance activities.

Shoppers Lane Parking District Fund accounts for certain business tax registrations to finance parking maintenance and improvements in Shoppers Lane.

Measure M Fund accounts for monies received from Measure M allocation, which can be used to major street resurfacing, rehabilitation and reconstruction; pothole repair; left turn signals; bikeway; pedestrian improvements; streetscapes; signal synchronizations; and transit operations.

**CITY OF COVINA
OTHER GOVERNMENTAL FUNDS
NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)**

TDA Grant Fund accounts for monies received from the California State Transit Development Act of 1971 on a per capita basis to California cities for transit and non-transit related purposes that comply with regional transition plans, which can be used for construction of pedestrian and bicycle facilities.

Road Maintenance and Rehabilitation Act Fund accounts for the deferred maintenance on the state highway system and the local street and road system.

PEG access Television Fund accounts for the fees received from the cable operators for administration and improvement to any public, educational, and government access television.

Housing Authority Fund administers the housing assets, liabilities, duties, and obligations related to the housing activities retained by the City following the dissolution of the Covina Redevelopment Agency. This fund receives the majority of its revenues from collections and interest on loans.

Measure W accounts for the tax collected to provide a safe, clean water program.

Measure R Fund accounts for monies received from Measure R allocation, which can be used for major street resurfacing, rehabilitation and reconstruction; pothole repair; left turn signals; bikeway; pedestrian improvements; streetscapes; signal synchronizations; and transit operations.

American Rescue Plan Act (ARPA) Fund accounts for monies provided to the City to assist with COVID pandemic-related response activities supporting public health response, address negative economic impacts, replace public sector revenue loss, fund essential government services and certain water, sewer, and broadband infrastructure improvements.

Capital projects funds are used to finance and account for the acquisition and construction of major capital facilities other than those financed by other governmental type and proprietary funds. Non-major capital projects governmental funds of the City are as follows:

General Capital Fund accounts for major infrastructure and general improvements not accounted for in other governmental and proprietary funds.

Covina Revitalization Projects Fund accounts for the proceeds from the issuance of 2004 Taxable Tax Allocation Bonds used for the Covina Revitalization Project No. One project cost.

Park Development Fund accounts for federal and state grant monies used for parkland acquisition and development.

Transportation Fund accounts for monies used for various Public Works Capital Improvement Projects.

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**CITY OF COVINA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022**

	Community Development Block Grant	Proposition A	Law Enforcement
ASSETS			
Cash and Investments	\$ -	\$ 1,554,246	\$ -
Cash and Investments - Restricted	-	-	-
Receivables:			
Accounts	-	185	-
Interest	-	158	-
Leases	-	42,542	-
Loans	222,880	-	-
Due from Other Governments	36,208	-	324,604
Prepaid Items	-	7,949	-
	<u>-</u>	<u>7,949</u>	<u>-</u>
Total Assets	<u>\$ 259,088</u>	<u>\$ 1,605,080</u>	<u>\$ 324,604</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
LIABILITIES			
Accounts Payable	\$ 17,768	\$ 46,876	\$ 9,495
Accrued Liabilities	(39)	-	-
Deposits Payable	-	-	-
Due to Other Governments	222,880	-	-
Due to Other Funds	18,479	-	131,547
Unearned Revenue	-	122	-
Total Liabilities	<u>259,088</u>	<u>46,998</u>	<u>141,042</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Inflows - Leases	-	41,800	-
Unavailable Revenue	-	-	320,573
Total Deferred Inflows of Resources	<u>-</u>	<u>41,800</u>	<u>320,573</u>
FUND BALANCES (DEFICITS)			
Nonspendable	-	7,949	-
Restricted for:			
Redevelopment and Housing	-	-	-
Community Development	-	-	-
Law Enforcement	-	-	-
Transportation and Street Projects	-	1,508,333	-
Air Quality Projects	-	-	-
Assessment Districts	-	-	-
Culture and Recreation	-	-	-
Storm Water	-	-	-
Other Capital Projects	-	-	-
Unassigned	-	-	(137,011)
Total Fund Balances (Deficits)	<u>-</u>	<u>1,516,282</u>	<u>(137,011)</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 259,088</u>	<u>\$ 1,605,080</u>	<u>\$ 324,604</u>

**CITY OF COVINA
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022**

Narcotics Seizure	State Gas Tax	Proposition C	Air Quality Improvement	Municipal Parking District	Lighting Assessment District
\$ 273,763	\$ -	\$ 1,569,801	\$ 137,485	\$ 507,619	\$ 559
-	-	-	-	-	-
-	-	-	16,061	1,155	-
-	-	-	-	22	-
-	-	-	-	73,106	-
-	-	-	-	-	-
-	95,162	-	-	28,751	3,098
-	-	-	-	-	-
<u>\$ 273,763</u>	<u>\$ 95,162</u>	<u>\$ 1,569,801</u>	<u>\$ 153,546</u>	<u>\$ 610,653</u>	<u>\$ 3,657</u>
\$ -	\$ 3,650	\$ 17,186	\$ 140	\$ 7,586	\$ 18,493
-	-	-	-	74	-
-	-	-	-	-	9,625
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	3,650	17,186	140	7,660	28,118
-	-	-	-	72,997	-
-	-	-	-	5	-
-	-	-	-	73,002	-
-	-	-	-	-	-
-	-	-	-	-	-
273,763	-	-	-	-	-
-	91,512	1,552,615	-	-	-
-	-	-	153,406	-	-
-	-	-	-	529,991	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	(24,461)
<u>273,763</u>	<u>91,512</u>	<u>1,552,615</u>	<u>153,406</u>	<u>529,991</u>	<u>(24,461)</u>
<u>\$ 273,763</u>	<u>\$ 95,162</u>	<u>\$ 1,569,801</u>	<u>\$ 153,546</u>	<u>\$ 610,653</u>	<u>\$ 3,657</u>

CITY OF COVINA
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022

	Landscaping Assessment District	Community Facilities District	Shoppers Lane Parking District
ASSETS			
Cash and Investments	\$ 401,666	\$ 276,856	\$ 34,081
Cash and Investments - Restricted	-	-	-
Receivables:			
Accounts	-	-	-
Interest	-	-	-
Leases	-	-	-
Loans	-	-	-
Due from Other Governments	2,630	4,272	-
Prepaid Items	-	-	-
Total Assets	<u>\$ 404,296</u>	<u>\$ 281,128</u>	<u>\$ 34,081</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
LIABILITIES			
Accounts Payable	\$ 9,693	\$ 3,000	\$ -
Accrued Liabilities	-	-	-
Deposits Payable	9,625	4,000	-
Due to Other Governments	-	-	-
Due to Other Funds	-	-	-
Unearned Revenue	-	-	568
Total Liabilities	<u>19,318</u>	<u>7,000</u>	<u>568</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred Inflows - Leases	-	-	-
Unavailable Revenue	-	-	-
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES (DEFICITS)			
Nonspendable	-	-	-
Restricted for:			
Redevelopment and Housing	-	-	-
Community Development	-	-	-
Law Enforcement	-	-	-
Transportation and Street Projects	-	-	-
Air Quality Projects	-	-	-
Assessment Districts	384,978	274,128	33,513
Culture and Recreation	-	-	-
Storm Water	-	-	-
Other Capital Projects	-	-	-
Unassigned	-	-	-
Total Fund Balances (Deficits)	<u>384,978</u>	<u>274,128</u>	<u>33,513</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 404,296</u>	<u>\$ 281,128</u>	<u>\$ 34,081</u>

**CITY OF COVINA
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022**

Measure M	TDA Grant	Road Maintenance and Rehabilitation	PEG Access Television	Housing Authority
\$ 661,367	\$ -	\$ 1,034,597	\$ 511,263	\$ 3,831,534
-	-	-	-	-
-	-	-	18,919	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	94,861
-	-	178,577	-	-
-	-	-	-	-
<u>\$ 661,367</u>	<u>\$ -</u>	<u>\$ 1,213,174</u>	<u>\$ 530,182</u>	<u>\$ 3,926,395</u>
\$ 43,345	\$ -	\$ -	\$ 1,199	\$ 62,133
-	-	-	-	-
-	-	-	-	31,846
-	-	-	-	-
-	-	-	-	-
<u>43,345</u>	<u>-</u>	<u>-</u>	<u>1,199</u>	<u>93,979</u>
-	-	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
-	-	-	-	-
-	-	-	-	3,832,416
-	-	-	-	-
618,022	-	1,213,174	-	-
-	-	-	-	-
-	-	-	528,983	-
-	-	-	-	-
-	-	-	-	-
<u>618,022</u>	<u>-</u>	<u>1,213,174</u>	<u>528,983</u>	<u>3,832,416</u>
\$ 661,367	\$ -	\$ 1,213,174	\$ 530,182	\$ 3,926,395

CITY OF COVINA
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022

	Measure W	Measure R	ARPA	Total Special Revenue Funds
ASSETS				
Cash and Investments	\$ 1,837,597	\$ 138,610	\$ 2,502,082	\$ 15,273,126
Cash and Investments - Restricted	-	43	-	43
Receivables:				
Accounts	-	-	-	36,320
Interest	-	-	-	180
Leases	-	-	-	115,648
Loans	-	-	-	317,741
Due from Other Governments	-	-	-	673,302
Prepaid Items	-	-	-	7,949
Total Assets	<u>\$ 1,837,597</u>	<u>\$ 138,653</u>	<u>\$ 2,502,082</u>	<u>\$ 16,424,309</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
LIABILITIES				
Accounts Payable	\$ 135,634	\$ 435	\$ 5,500	\$ 382,133
Accrued Liabilities	-	-	-	35
Deposits Payable	-	-	-	55,096
Due to Other Governments	-	-	-	222,880
Due to Other Funds	-	-	-	150,026
Unearned Revenue	-	-	2,496,582	2,497,272
Total Liabilities	<u>135,634</u>	<u>435</u>	<u>2,502,082</u>	<u>3,307,442</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred Inflows - Leases	-	-	-	114,797
Unavailable Revenue	-	-	-	320,578
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>435,375</u>
FUND BALANCES (DEFICITS)				
Nonspendable	-	-	-	7,949
Restricted for:				
Redevelopment and Housing	-	-	-	3,832,416
Community Development	-	-	-	-
Law Enforcement	-	-	-	273,763
Transportation and Street Projects	-	138,218	-	5,121,874
Air Quality Projects	-	-	-	153,406
Assessment Districts	-	-	-	1,222,610
Culture and Recreation	-	-	-	528,983
Storm Water	643,810	-	-	643,810
Other Capital Projects	1,058,153	-	-	1,058,153
Unassigned	-	-	-	(161,472)
Total Fund Balances (Deficits)	<u>1,701,963</u>	<u>138,218</u>	<u>-</u>	<u>12,681,492</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,837,597</u>	<u>\$ 138,653</u>	<u>\$ 2,502,082</u>	<u>\$ 16,424,309</u>

**CITY OF COVINA
COMBINING BALANCE SHEET (CONTINUED)
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2022**

General Projects	Covina Revitalization Projects	Park Development	Transportation	Total Capital Projects	Total Nonmajor Governmental Funds
\$ 2,090,249	\$ 380,066	\$ 13,052	\$ -	\$ 2,483,367	\$ 17,756,493
-	-	-	-	-	43
-	-	-	-	-	36,320
-	-	-	-	-	180
-	-	-	-	-	115,648
-	-	-	-	-	317,741
-	-	367,143	250,000	617,143	1,290,445
-	-	-	-	-	7,949
<u>\$ 2,090,249</u>	<u>\$ 380,066</u>	<u>\$ 380,195</u>	<u>\$ 250,000</u>	<u>\$ 3,100,510</u>	<u>\$ 19,524,819</u>
\$ 28,602	\$ 98,155	\$ 228,369	\$ 250,000	\$ 605,126	\$ 987,259
-	-	-	-	-	35
29,069	-	-	-	29,069	84,165
-	-	-	-	-	222,880
-	-	-	-	-	150,026
-	-	-	-	-	2,497,272
<u>57,671</u>	<u>98,155</u>	<u>228,369</u>	<u>250,000</u>	<u>634,195</u>	<u>3,941,637</u>
-	-	-	-	-	114,797
-	-	367,143	86,945	454,088	774,666
-	-	367,143	86,945	454,088	889,463
-	-	-	-	-	7,949
-	-	-	-	-	3,832,416
-	281,911	-	-	281,911	281,911
77,386	-	-	-	77,386	351,149
1,124,584	-	-	-	1,124,584	6,246,458
-	-	-	-	-	153,406
-	-	-	-	-	1,222,610
432,349	-	-	-	432,349	961,332
-	-	-	-	-	643,810
398,259	-	-	-	398,259	1,456,412
-	-	(215,317)	(86,945)	(302,262)	(463,734)
<u>2,032,578</u>	<u>281,911</u>	<u>(215,317)</u>	<u>(86,945)</u>	<u>2,012,227</u>	<u>14,693,719</u>
<u>\$ 2,090,249</u>	<u>\$ 380,066</u>	<u>\$ 380,195</u>	<u>\$ 250,000</u>	<u>\$ 3,100,510</u>	<u>\$ 19,524,819</u>

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2022

	Community Development Block Grant	Proposition A	Law Enforcement
REVENUES			
Property Taxes	\$ -	\$ -	\$ -
Business License Taxes	-	-	-
Intergovernmental	274,518	1,233,509	219,288
Charges for Services	-	85,456	-
Special Assessments	-	-	-
Investment Earnings	-	8,764	2,186
Miscellaneous	-	41,057	-
Total Revenues	<u>274,518</u>	<u>1,368,786</u>	<u>221,474</u>
EXPENDITURES			
Current:			
Public Safety	-	-	570,448
Public Works	-	-	-
Culture and Recreation	-	-	-
Community Development	-	-	-
Transit	-	951,556	-
Redevelopment and Housing	85,723	-	-
Capital Outlay	-	180	-
Principal Retirement	125,000	-	-
Interest	63,795	-	-
Total Expenditures	<u>274,518</u>	<u>951,736</u>	<u>570,448</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	417,050	(348,974)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	-	417,050	(348,974)
Fund Balances (Deficits) - Beginning of Year	-	1,099,232	211,963
FUND BALANCES (DEFICITS) - END OF YEAR	<u>\$ -</u>	<u>\$ 1,516,282</u>	<u>\$ (137,011)</u>

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
YEAR ENDED JUNE 30, 2022

Narcotics Seizure	State Gas Tax	Proposition C	Air Quality Improvement	Municipal Parking District	Lighting Assessment District
\$ -	\$ -	\$ -	\$ -	\$ 160,263	\$ -
-	-	-	-	-	-
80,699	1,150,859	1,023,170	62,809	-	-
-	-	-	-	96,387	-
-	-	-	-	-	130,620
1,393	307	8,705	713	348	-
-	-	-	-	-	-
82,092	1,151,166	1,031,875	63,522	256,998	130,620
-	-	-	-	-	-
-	1,361,818	-	11,267	201,469	257,965
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	507,034	-	234,279	-
-	-	-	-	-	-
-	-	-	-	-	-
-	1,361,818	507,034	11,267	435,748	257,965
82,092	(210,652)	524,841	52,255	(178,750)	(127,345)
-	-	-	-	-	100,000
-	-	-	-	-	-
-	-	-	-	-	100,000
82,092	(210,652)	524,841	52,255	(178,750)	(27,345)
191,671	302,164	1,027,774	101,151	708,741	2,884
\$ 273,763	\$ 91,512	\$ 1,552,615	\$ 153,406	\$ 529,991	\$ (24,461)

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
YEAR ENDED JUNE 30, 2022

	Landscaping Assessment District	Community Facilities District	Shoppers Lane Parking District
REVENUES			
Property Taxes	\$ -	\$ -	\$ -
Business License Taxes	-	-	1,168
Intergovernmental	-	-	-
Charges for Services	-	-	17,282
Special Assessments	196,499	241,182	-
Investment Earnings	-	-	-
Miscellaneous	-	-	-
Total Revenues	<u>196,499</u>	<u>241,182</u>	<u>18,450</u>
EXPENDITURES			
Current:			
Public Safety	-	-	-
Public Works	159,964	779	9,246
Culture and Recreation	-	-	-
Community Development	-	-	-
Transit	-	-	-
Redevelopment and Housing	-	-	-
Capital Outlay	-	-	-
Principal Retirement	-	-	-
Interest	-	-	-
Total Expenditures	<u>159,964</u>	<u>779</u>	<u>9,246</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	36,535	240,403	9,204
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	(180,000)	-
Total Other Financing Sources (Uses)	<u>-</u>	<u>(180,000)</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	36,535	60,403	9,204
Fund Balances (Deficits) - Beginning of Year	<u>348,443</u>	<u>213,725</u>	<u>24,309</u>
FUND BALANCES (DEFICITS) - END OF YEAR	<u>\$ 384,978</u>	<u>\$ 274,128</u>	<u>\$ 33,513</u>

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
YEAR ENDED JUNE 30, 2022

Measure M	TDA Grant	Road Maintenance and Rehabilitation	PEG Access Television	Housing Authority
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-
868,236	8,620	996,598	-	7,664
-	-	-	75,453	-
-	-	-	-	-
3,928	-	4,228	-	122,566
-	-	-	-	99,067
872,164	8,620	1,000,826	75,453	229,297
-	-	-	-	-
-	-	-	-	-
-	-	-	16,103	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	593,678
907,562	-	-	-	-
-	-	-	-	-
-	-	-	-	-
907,562	-	-	16,103	593,678
(35,398)	8,620	1,000,826	59,350	(364,381)
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
(35,398)	8,620	1,000,826	59,350	(364,381)
653,420	(8,620)	212,348	469,633	4,196,797
\$ 618,022	\$ -	\$ 1,213,174	\$ 528,983	\$ 3,832,416

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
YEAR ENDED JUNE 30, 2022

	Measure W	Measure R	ARPA	Total Special Revenue Funds
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ 160,263
Business License Taxes	-	-	-	1,168
Intergovernmental	1,643,337	767,254	3,178,942	11,515,503
Charges for Services	240	-	-	274,818
Special Assessments	-	-	-	568,301
Investment Earnings	6,957	1,178	-	161,273
Miscellaneous	-	-	-	140,124
Total Revenues	1,650,534	768,432	3,178,942	12,821,450
EXPENDITURES				
Current:				
Public Safety	-	-	2,596,397	3,166,845
Public Works	-	-	-	2,002,508
Culture and Recreation	-	-	20,036	36,139
Community Development	-	-	59,823	59,823
Transit	-	-	-	951,556
Redevelopment and Housing	-	-	-	679,401
Capital Outlay	588,605	483,557	502,686	3,223,903
Principal Retirement	-	195,000	-	320,000
Interest	-	174,440	-	238,235
Total Expenditures	588,605	852,997	3,178,942	10,678,410
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	1,061,929	(84,565)	-	2,143,040
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	100,000
Transfers Out	-	-	-	(180,000)
Total Other Financing Sources (Uses)	-	-	-	(80,000)
NET CHANGE IN FUND BALANCES	1,061,929	(84,565)	-	2,063,040
Fund Balances (Deficits) - Beginning of Year	640,034	222,783	-	10,618,452
FUND BALANCES (DEFICITS) - END OF YEAR	<u>\$ 1,701,963</u>	<u>\$ 138,218</u>	<u>\$ -</u>	<u>\$ 12,681,492</u>

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS (CONTINUED)
YEAR ENDED JUNE 30, 2022

General Projects	Covina Revitalization Projects	Park Development	Transportation	Total Capital Projects	Total Nonmajor Governmental Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,263
-	-	-	-	-	1,168
59	66,979	-	163,055	230,093	11,745,596
-	-	-	-	-	274,818
24,584	-	-	-	24,584	592,885
-	4,527	-	-	4,527	165,800
(400)	-	-	-	(400)	139,724
<u>24,243</u>	<u>71,506</u>	<u>-</u>	<u>163,055</u>	<u>258,804</u>	<u>13,080,254</u>
-	-	-	-	-	3,166,845
-	-	-	-	-	2,002,508
-	-	-	-	-	36,139
-	-	-	-	-	59,823
-	-	-	-	-	951,556
-	-	-	-	-	679,401
396,248	1,389,944	649,360	250,000	2,685,552	5,909,455
-	-	-	-	-	320,000
-	-	-	-	-	238,235
<u>396,248</u>	<u>1,389,944</u>	<u>649,360</u>	<u>250,000</u>	<u>2,685,552</u>	<u>13,363,962</u>
(372,005)	(1,318,438) -	(649,360)	(86,945)	(2,426,748)	(283,708)
-	-	333,927	-	333,927	433,927
-	(568)	-	-	(568)	(180,568)
<u>-</u>	<u>(568)</u>	<u>333,927</u>	<u>-</u>	<u>333,359</u>	<u>253,359</u>
(372,005)	(1,319,006)	(315,433)	(86,945)	(2,093,389)	(30,349)
<u>2,404,583</u>	<u>1,600,917</u>	<u>100,116</u>	<u>-</u>	<u>4,105,616</u>	<u>14,724,068</u>
<u>\$ 2,032,578</u>	<u>\$ 281,911</u>	<u>\$ (215,317)</u>	<u>\$ (86,945)</u>	<u>\$ 2,012,227</u>	<u>\$ 14,693,719</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ -	\$ -	\$ -
Resources (Inflows):			
Intergovernmental	460,161	274,518	(185,643)
Amounts Available for Appropriation	460,161	274,518	(185,643)
Charges to Appropriations (Outflows):			
Redevelopment and Housing	271,366	85,723	185,643
Debt Service:			
Principal	125,000	125,000	-
Interest and Fiscal Charges	63,795	63,795	-
Total Charges to Appropriation	460,161	274,518	185,643
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
PROPOSITION A SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 1,099,232	\$ 1,099,232	\$ -
Resources (Inflows):			
Intergovernmental	1,055,195	1,233,509	178,314
Charges for Services	154,360	85,456	(68,904)
Investment Earnings	10,800	8,764	(2,036)
Miscellaneous	39,477	41,057	1,580
Transfers In	-	-	-
Amounts Available for Appropriation	<u>2,359,064</u>	<u>2,468,018</u>	<u>108,954</u>
Charges to Appropriations (Outflows):			
Transit	1,547,817	951,556	596,261
Capital Outlay	<u>309,855</u>	<u>180</u>	<u>309,675</u>
Total Charges to Appropriation	<u>1,857,672</u>	<u>951,736</u>	<u>905,936</u>
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 501,392</u>	<u>\$ 1,516,282</u>	<u>\$ 1,014,890</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
LAW ENFORCEMENT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 211,963	\$ 211,963	\$ -
Resources (Inflows):			
Intergovernmental	516,126	219,288	(296,838)
Investment Earnings	2,500	2,186	(314)
Amounts Available for Appropriation	730,589	433,437	(297,152)
Charges to Appropriations (Outflows):			
Public Safety	542,124	570,448	(28,324)
Total Charges to Appropriation	542,124	570,448	(28,324)
BUDGETARY FUND BALANCE (DEFICIT) - JUNE 30	<u>\$ 188,465</u>	<u>\$ (137,011)</u>	<u>\$ (325,476)</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
NARCOTICS SEIZURE SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 191,671	\$ 191,671	\$ -
Resources (Inflows):			
Intergovernmental	-	80,699	80,699
Investment Earnings	1,600	1,393	(207)
Transfers In	-	-	-
Amounts Available for Appropriation	193,271	273,763	80,492
Charges to Appropriations (Outflows):			
Total Charges to Appropriation	-	-	-
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 193,271</u>	<u>\$ 273,763</u>	<u>\$ 80,492</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
STATE GAS TAX SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 302,164	\$ 302,164	\$ -
Resources (Inflows):			
Intergovernmental	1,211,186	1,150,859	(60,327)
Investment Earnings	6,000	307	(5,693)
Amounts Available for Appropriation	1,519,350	1,453,330	(66,020)
Charges to Appropriations (Outflows):			
Public Works	1,521,600	1,361,818	159,782
Total Charges to Appropriation	1,521,600	1,361,818	159,782
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ (2,250)</u>	<u>\$ 91,512</u>	<u>\$ 93,762</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
PROPOSITION C SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 1,027,774	\$ 1,027,774	\$ -
Resources (Inflows):			
Intergovernmental	854,520	1,023,170	168,650
Investment Earnings	11,000	8,705	(2,295)
Amounts Available for Appropriation	1,893,294	2,059,649	166,355
Charges to Appropriations (Outflows):			
Capital Outlay	2,380,142	507,034	1,873,108
Total Charges to Appropriation	2,380,142	507,034	1,873,108
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ (486,848)</u>	<u>\$ 1,552,615</u>	<u>\$ 2,039,463</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 101,151	\$ 101,151	\$ -
Resources (Inflows):			
Intergovernmental	55,800	62,809	7,009
Investment Earnings	800	713	(87)
Amounts Available for Appropriation	157,751	164,673	6,922
Charges to Appropriations (Outflows):			
Public Works	142,666	11,267	131,399
Total Charges to Appropriation	142,666	11,267	131,399
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 15,085</u>	<u>\$ 153,406</u>	<u>\$ 138,321</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MUNICIPAL PARKING SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 708,741	\$ 708,741	\$ -
Resources (Inflows):			
Property Taxes	104,256	160,263	56,007
Charges for Services	80,344	96,387	16,043
Investment Earnings	-	348	348
Amounts Available for Appropriation	<u>893,341</u>	<u>965,739</u>	<u>72,398</u>
Charges to Appropriations (Outflows):			
Public Works	198,561	201,469	(2,908)
Capital Outlay	<u>234,459</u>	<u>234,279</u>	<u>180</u>
Total Charges to Appropriation	<u>433,020</u>	<u>435,748</u>	<u>(2,728)</u>
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 460,321</u>	<u>\$ 529,991</u>	<u>\$ 69,670</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
LIGHTING ASSESSMENT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE (DEFICIT) - JULY 1	\$ 2,884	\$ 2,884	\$ -
Resources (Inflows):			
Special Assessments	133,076	130,620	(2,456)
Transfers In	100,000	100,000	-
Amounts Available for Appropriation	235,960	233,504	(2,456)
Charges to Appropriations (Outflows):			
Public Works	248,551	257,965	(9,414)
Total Charges to Appropriation	248,551	257,965	(9,414)
BUDGETARY FUND BALANCE (DEFICIT) - JUNE 30	<u>\$ (12,591)</u>	<u>\$ (24,461)</u>	<u>\$ (11,870)</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
LANDSCAPING ASSESSMENT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 348,443	\$ 348,443	\$ -
Resources (Inflows):			
Special Assessments	199,025	196,499	(2,526)
Amounts Available for Appropriation	547,468	544,942	(2,526)
Charges to Appropriations (Outflows):			
Public Works	165,433	159,964	5,469
Total Charges to Appropriation	165,433	159,964	5,469
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 382,035</u>	<u>\$ 384,978</u>	<u>\$ 2,943</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
COMMUNITY FACILITIES DISTRICT ASSESSMENT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 213,725	\$ 213,725	\$ -
Resources (Inflows):			
Special Assessments	176,681	241,182	64,501
Amounts Available for Appropriation	390,406	454,907	64,501
Charges to Appropriations (Outflows):			
Public Works	13,000	779	12,221
Transfers Out	180,000	180,000	-
Total Charges to Appropriation	193,000	180,779	12,221
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 197,406</u>	<u>\$ 274,128</u>	<u>\$ 76,722</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
SHOPPERS LANE PARKING DISTRICT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 24,309	\$ 24,309	\$ -
Resources (Inflows):			
Business License Taxes	2,000	1,168	(832)
Charges for Services	9,200	17,282	8,082
Amounts Available for Appropriation	35,509	42,759	7,250
Charges to Appropriations (Outflows):			
Public Works	7,600	9,246	(1,646)
Total Charges to Appropriation	7,600	9,246	(1,646)
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 27,909</u>	<u>\$ 33,513</u>	<u>\$ 5,604</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MEASURE M SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 653,420	\$ 653,420	\$ -
Resources (inflows):			
Intergovernmental	675,000	868,236	193,236
Investment Earnings	10,000	3,928	(6,072)
Amounts Available for Appropriation	1,338,420	1,525,584	187,164
Charges to Appropriations (Outflows):			
Capital Outlay	1,288,423	907,562	380,861
Total Charges to Appropriation	1,288,423	907,562	380,861
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 49,997</u>	<u>\$ 618,022</u>	<u>\$ 568,025</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
TDA GRANT SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ (8,620)	\$ (8,620)	\$ -
Resources (inflows):			
Intergovernmental	37,081	8,620	(28,461)
Amounts Available for Appropriation	28,461	-	(28,461)
Charges to Appropriations (Outflows):			
Capital Outlay	3,500	-	3,500
Total Charges to Appropriation	3,500	-	3,500
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 24,961</u>	<u>\$ -</u>	<u>\$ (24,961)</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
ROAD MAINTENANCE AND REHABILITATION SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 212,348	\$ 212,348	\$ -
Resources (Inflows):			
Intergovernmental	955,266	996,598	41,332
Investment Earnings	8,000	4,228	(3,772)
Amounts Available for Appropriation	1,175,614	1,213,174	37,560
Charges to Appropriations (Outflows):			
Total Charges to Appropriation	-	-	-
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 1,175,614</u>	<u>\$ 1,213,174</u>	<u>\$ 37,560</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
PEG ACCESS TELEVISION SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 469,633	\$ 469,633	\$ -
Resources (Inflows):			
Charges for Services	50,000	75,453	25,453
Amounts Available for Appropriation	519,633	545,086	25,453
Charges to Appropriations (Outflows):			
Culture and Recreation	25,100	16,103	8,997
Total Charges to Appropriation	25,100	16,103	8,997
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 494,533</u>	<u>\$ 528,983</u>	<u>\$ 34,450</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
HOUSING AUTHORITY SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 4,196,797	\$ 4,196,797	\$ -
Resources (Inflows):			
Intergovernmental	467,379	7,664	(459,715)
Investment Earnings	36,000	122,566	86,566
Miscellaneous	-	99,067	99,067
Amounts Available for Appropriation	4,700,176	4,426,094	(274,082)
Charges to Appropriations (Outflows):			
Current:			
Redevelopment and Housing	3,680,909	593,678	3,087,231
Total Charges to Appropriation	3,680,909	593,678	3,087,231
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 1,019,267</u>	<u>\$ 3,832,416</u>	<u>\$ 2,813,149</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MEASURE W SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 640,034	\$ 640,034	\$ -
Resources (Inflows):			
Intergovernmental	1,500,283	1,643,337	143,054
	-	240	240
Investment Earnings	-	6,957	6,957
Amounts Available for Appropriation	<u>2,140,317</u>	<u>2,290,568</u>	<u>150,251</u>
Charges to Appropriations (Outflows):			
Capital Outlay	<u>1,850,993</u>	<u>588,605</u>	<u>1,262,388</u>
Total Charges to Appropriation	<u>1,850,993</u>	<u>588,605</u>	<u>1,262,388</u>
BUDGETARY FUND BALANCE - JUNE 30	<u><u>\$ 289,324</u></u>	<u><u>\$ 1,701,963</u></u>	<u><u>\$ 1,412,639</u></u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MEASURE R SPECIAL REVENUE FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE, JULY 1	\$ 222,783	\$ 222,783	\$ -
Resources (Inflows):			
Intergovernmental	600,000	767,254	167,254
Investment Earnings	41,000	1,178	(39,822)
Amounts Available for Appropriation	<u>863,783</u>	<u>991,215</u>	<u>127,432</u>
Charges to Appropriations (Outflows):			
Capital Outlay	483,587	483,557	30
Debt Service:			
Principal Retirement	195,000	195,000	-
Interest and Fiscal Charges	174,988	174,440	548
Total Charges to Appropriation	<u>853,575</u>	<u>852,997</u>	<u>578</u>
BUDGETARY FUND BALANCE, JUNE 30	<u>\$ 10,208</u>	<u>\$ 138,218</u>	<u>\$ 128,010</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
GENERAL PROJECTS FUND CAPITAL PROJECTS FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 2,404,583	\$ 2,404,583	\$ -
Resources (Inflows):			
Special Assessments	-	24,584	24,584
Amounts Available for Appropriation	2,873,734	2,428,826	(444,908)
Charges to Appropriations (Outflows):			
Capital Outlay	1,238,576	396,249	842,327
Total Charges to Appropriation	1,238,576	396,249	842,327
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ 1,635,158</u>	<u>\$ 2,032,577</u>	<u>\$ 397,419</u>

**CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
COVINA REVITALIZATION CAPITAL PROJECTS FUND
YEAR ENDED JUNE 30, 2022**

	Final Budget	Actual	Variance with Final Budget Positive (Negative)
BUDGETARY FUND BALANCE - JULY 1	\$ 1,600,917	\$ 1,600,917	\$ -
Resources (Inflows):			
Intergovernmental	66,979	66,979	-
Investment Earnings	16,000	4,527	4,527
Amounts Available for Appropriation	1,683,896	1,672,423	4,527
Charges to Appropriations (Outflows):			
Capital Outlay	1,683,329	1,389,944	293,385
Transfers Out	567	568	(1)
Total Charges to Appropriation	1,683,896	1,390,512	293,384
BUDGETARY FUND BALANCE - JUNE 30	<u>\$ -</u>	<u>\$ 281,911</u>	<u>\$ 297,911</u>

CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE – MAJOR FUND
PARK DEVELOPMENT CAPITAL PROJECTS FUND
YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Budget		
BUDGETARY FUND BALANCE - JULY 1	\$ 100,116	\$ 100,116	\$ 100,116	\$ -
Resources (Inflows):				
Intergovernmental	7,820,512	7,820,512	-	(7,820,512)
Transfers In	1,315,567	1,315,567	333,927	(981,640)
Amounts Available for Appropriation	9,236,195	9,236,195	434,043	(8,802,152)
Charges to Appropriations (Outflows):				
Capital Outlay	9,085,485	9,085,485	649,360	8,436,125
Total Charges to Appropriation	9,085,485	9,085,485	649,360	8,436,125
BUDGETARY FUND BALANCE (DEFICIT) - JUNE 30	<u>\$ 150,710</u>	<u>\$ 150,710</u>	<u>\$ (215,317)</u>	<u>\$ (366,027)</u>

CITY OF COVINA
SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE – MAJOR FUND
TRANSPORTATION CAPITAL PROJECTS FUND
YEAR ENDED JUNE 30, 2022

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
BUDGETARY FUND BALANCE- JULY 1	\$ -	\$ -	\$ -	\$ -
Resources (Inflows):				
Intergovernmental	1,750,000	2,000,000	163,055	(1,836,945)
Amounts Available for Appropriation	1,750,000	2,000,000	163,055	(1,836,945)
Charges to Appropriations (Outflows):				
Capital Outlay	1,750,000	2,550,000	250,002	2,299,998
Total Charges to Appropriation	1,750,000	2,550,000	250,002	2,299,998
BUDGETARY FUND BALANCE (DEFICIT) - JUNE 30	<u>\$ -</u>	<u>\$ (550,000)</u>	<u>\$ (86,947)</u>	<u>\$ 463,053</u>

**CITY OF COVINA
INTERNAL SERVICES FUNDS
YEAR ENDED JUNE 30, 2022**

The internal service funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis. Generally accepted accounting principles (GAAP) requires statement of net position items, and revenues and expenses of individual internal service funds be consolidated with the government-wide statement of net position and activities. GAAP still requires internal service funds to be presented in the financial statements.

The following are the individual internal service funds of the City:

Management Information Systems Fund accounts for the accumulation and allocation of costs associated with data processing and electronic information technology.

Central Equipment Fund accounts for the rental of motor vehicles to other departments and related costs.

Workers' Compensation Fund accounts for worker's compensation to other departments.

General Liability Fund accounts for general liability charges to other departments and related costs.

CITY OF COVINA
COMBINING STATEMENT OF NET POSITION
INTERNAL SERVICES FUNDS
JUNE 30, 2022

	Management Information Systems	Central Equipment	Workers' Compensation	General Liability	Total
ASSETS:					
CURRENT ASSETS					
Cash and Cash Equivalents	\$ 1,857,992	\$ 2,478,869	\$ 7,121,645	\$ 3,017,261	\$ 14,475,767
Accounts Receivable	1,635	68,659	601	24,436	95,331
Prepaid Items	18,157	-	6,687	-	24,844
Inventories	-	51,205	-	-	51,205
Total Current Assets	1,877,784	2,598,733	7,128,933	3,041,697	14,647,147
NONCURRENT ASSETS					
Capital Assets:					
Being Depreciated, Net	479,213	794,176	-	-	1,273,389
Total Noncurrent Assets	479,213	794,176	-	-	1,273,389
Total Assets	2,356,997	3,392,909	7,128,933	3,041,697	15,920,536
DEFERRED OUTFLOWS OF RESOURCES					
OPEB Related	65,014	59,949	20,497	16,984	162,444
Pension Related	1,014,181	732,148	236,452	207,965	2,190,746
Total Deferred Outflow of Resources	1,079,195	792,097	256,949	224,949	2,353,190
LIABILITIES					
CURRENT LIABILITIES					
Accounts Payable	58,913	15,824	2,127	65,681	142,545
Interest Payable	8,772	6,990	3,030	1,788	20,580
Compensated Absences Payable	22,960	35,983	8,000	7,465	74,408
Lease Payable	3,722	39,670	-	-	43,392
Pension Obligation Bonds Payable	43,264	33,581	14,952	8,824	100,621
Claims and Judgements	-	-	927,000	811,000	1,738,000
Total Current Liabilities	137,631	132,048	955,109	894,758	2,119,546
NONCURRENT LIABILITIES					
Compensated Absences Payable	83,197	73,195	9,019	6,981	172,392
Lease Payable	-	102,535	-	-	102,535
Pension Obligation Bonds Payable	942,845	731,840	325,856	192,308	2,192,849
Claims and Judgements	-	-	4,537,000	1,443,000	5,980,000
Net OPEB Liability	202,051	194,540	61,699	56,065	514,355
Net Pension Liability	760,463	548,986	177,299	155,938	1,642,686
Total Noncurrent Liabilities	1,988,556	1,651,096	5,110,873	1,854,292	10,604,817
Total Liabilities	2,126,187	1,783,144	6,065,982	2,749,050	12,724,363
DEFERRED INFLOWS OF RESOURCES					
OPEB Related	40,654	34,991	12,499	9,791	97,935
Pension Related	266,800	192,605	62,203	54,709	576,317
Total Deferred Inflows of Resources	307,454	227,596	74,702	64,500	674,252
NET POSITION					
Net Investment in Capital Assets	424,656	651,971	-	-	1,076,627
Unrestricted	577,895	1,522,295	1,245,198	453,096	3,798,484
Total Net Position	\$ 1,002,551	\$ 2,174,266	\$ 1,245,198	\$ 453,096	\$ 4,875,111

CITY OF COVINA
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
INTERNAL SERVICES FUNDS
YEAR ENDED JUNE 30, 2022

	Management Information Systems	Central Equipment	Workers' Compensation	General Liability	Total
OPERATING REVENUES					
Charges for Services	\$ 1,181,505	\$ 1,052,379	\$ 1,124,403	\$ 1,138,220	\$ 4,496,507
Motor Pool Charges	-	534,880	-	-	534,880
Total Operating Revenues	1,181,505	1,587,259	1,124,403	1,138,220	5,031,387
OPERATING EXPENSES					
General and Administrative	1,093,950	11,655	1,126,362	962,314	3,194,281
Vehicle and Equipment Operation	-	1,191,813	-	-	1,191,813
Depreciation	90,935	211,379	-	-	302,314
Total Operating Expenses	1,184,885	1,414,847	1,126,362	962,314	4,688,408
OPERATING INCOME (LOSS)	(3,380)	172,412	(1,959)	175,906	342,979
NONOPERATING REVENUES (EXPENSES)					
Interest Expense	(19,463)	(17,433)	(6,727)	(3,970)	(47,593)
Debt issuance costs	(9,019)	(7,001)	(3,117)	(1,840)	(20,977)
Total Nonoperating Revenues (Expenses)	(28,482)	(24,434)	(9,844)	(5,810)	(68,570)
INCOME (LOSS) BEFORE TRANSFERS	(31,862)	147,978	(11,803)	170,096	274,409
TRANSFERS					
Transfers In	1,200,000	1,000,000	2,519,087	1,790,559	6,509,646
Total Transfers	1,200,000	1,000,000	2,519,087	1,790,559	6,509,646
CHANGES IN NET POSITION	1,168,138	1,147,978	2,507,284	1,960,655	6,784,055
Total Net Position - Beginning of Year	(165,587)	1,026,288	(1,262,086)	(1,507,559)	(1,908,944)
TOTAL NET POSITION - END OF YEAR	<u>\$ 1,002,551</u>	<u>\$ 2,174,266</u>	<u>\$ 1,245,198</u>	<u>\$ 453,096</u>	<u>\$ 4,875,111</u>

CITY OF COVINA
COMBINING STATEMENT OF CASH FLOWS
INTERNAL SERVICES FUNDS
YEAR ENDED JUNE 30, 2022

	Management Information Systems	Central Equipment	Workers' Compensation	General Liability	Total
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from User Departments	\$ 1,179,870	\$ 1,526,001	\$ 1,123,802	\$ 1,143,979	\$ 4,973,652
Payments to Suppliers of Goods or Services	(1,529,244)	(1,674,657)	(931,235)	(1,111,391)	(5,246,527)
Payments to Employees	(510,192)	(306,600)	(318,149)	(196,143)	(1,331,084)
Net Cash Used by Operating Activities	(859,566)	(455,256)	(125,582)	(163,555)	(1,603,959)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES					
Cash Received from Other Funds	1,200,000	1,000,000	2,519,087	1,790,559	6,509,646
Proceeds from Pension Bonds	986,109	765,421	340,808	201,132	2,293,470
Net Cash Provided by Noncapital Financing Activities	2,186,109	1,765,421	2,859,895	1,991,691	8,803,116
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Interest Paid on Pension Bonds	(19,710)	(17,355)	(6,814)	(4,022)	(47,901)
Principal Paid on Lease	(5,523)	(53,505)	-	-	(59,028)
Acquisition of Capital Assets	(174,273)	(143,148)	-	-	(317,421)
Net Cash Used by Capital and Related Financing Activities	(199,506)	(214,008)	(6,814)	(4,022)	(424,350)
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,127,037	1,096,157	2,727,499	1,824,114	6,774,807
Cash and Cash Equivalents - Beginning of Year	730,955	1,382,712	4,394,146	1,193,147	7,700,960
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 1,857,992</u>	<u>\$ 2,478,869</u>	<u>\$ 7,121,645</u>	<u>\$ 3,017,261</u>	<u>\$ 14,475,767</u>

(Continued)

CITY OF COVINA
COMBINING STATEMENT OF CASH FLOWS (CONTINUED)
INTERNAL SERVICES FUNDS
YEAR ENDED JUNE 30, 2022

	Management Information Systems	Central Equipment	Workers' Compensation	General Liability	Total
RECONCILIATION OF OPERATING INCOME (LOSS)					
TO NET CASH USED BY					
OPERATING ACTIVITIES:					
Operating Income (Loss)	\$ (3,380)	\$ 172,412	\$ (1,959)	\$ 175,906	\$ 342,979
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:					
Depreciation and Amortization	90,935	211,379	-	-	302,314
(Increase) Decrease in Operating Assets and Deferred Outflows of Resources:					
Accounts Receivable	(1,635)	(61,258)	(601)	5,759	(57,735)
Prepays Items and Deposits	(18,157)	-	(195)	-	(18,352)
Inventory	-	(8,827)	-	-	(8,827)
Deferred Outflows of Resources - OPEB Related	8,911	6,433	2,078	1,828	19,250
Deferred Outflows of Resources - Pension Related	(887,894)	(634,124)	(192,806)	(182,207)	(1,897,031)
Increase (Decrease) in Operating Liabilities and Deferred Inflows of Resources:					
Accounts Payable and Accrued Liabilities	39,816	(7,133)	(2,536)	37,781	67,928
Compensated Absences Payable	25,729	8,409	2,954	2,521	39,613
Net OPEB Liability	(33,202)	(23,969)	(7,741)	(6,809)	(71,721)
Net Pension Liability	(350,689)	(313,494)	(206,725)	(70,699)	(941,607)
Claims Payable	-	-	219,000	(183,000)	36,000
Deferred Inflows of Resources - OPEB Related	3,200	2,311	746	656	6,913
Deferred Inflows of Resources - Pension Related	266,800	192,605	62,203	54,709	576,317
Total Adjustments	<u>(856,186)</u>	<u>(627,668)</u>	<u>(123,623)</u>	<u>(339,461)</u>	<u>(1,946,938)</u>
Net Cash Used by Operating Activities	<u>\$ (859,566)</u>	<u>\$ (455,256)</u>	<u>\$ (125,582)</u>	<u>\$ (163,555)</u>	<u>\$ (1,603,959)</u>

**CITY OF COVINA
CUSTODIAL FUNDS
YEAR ENDED JUNE 30, 2022**

Custodial funds are used to account for assets held by the City as trustee or agent for individuals, private organizations, or other governmental units or funds.

Downtown District Fund accounts for funds collected and disbursed by the City on behalf of the Downtown District Association members.

Prospero Park District Fund accounts for funds collected and disbursed by the City on behalf of the Prospero Park District Association members.

**CITY OF COVINA
COMBINING STATEMENT OF FIDUCIARY NET POSITION
CUSTODIAL FUNDS
JUNE 30, 2022**

	Downtown District	Prospero Park District	Total Custodial Funds
ASSETS			
Cash and Investments	\$ 1,250	\$ 911	\$ 2,161
Accounts Receivable	866	-	866
Total Assets	<u>\$ 2,116</u>	<u>\$ 911</u>	<u>\$ 3,027</u>
LIABILITIES			
Due to Property Owners	<u>\$ 2,116</u>	<u>\$ 911</u>	<u>\$ 3,027</u>

**CITY OF COVINA
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
CUSTODIAL FUNDS
JUNE 30, 2022**

	Downtown District	Prospero Park District	Totals Custodial Funds
ADDITIONS			
Business Licenses Collected from Property Owners	\$ 8,101	\$ 5,375	\$ 13,476
Total Additions	8,101	5,375	13,476
DEDUCTIONS			
Distributions to Property Owners	8,101	5,375	13,476
Total Deductions	8,101	5,375	13,476
CHANGES IN NET POSITION	-	-	-
Net Position - Beginning of the Year	-	-	-
NET POSITION - END OF YEAR	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

STATISTICAL SECTION

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**CITY OF COVINA
STATISTICAL SECTION**

This part of the City of Covina's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the City's overall financial health.

FINANCIAL TRENDS

These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time. 153

REVENUE CAPACITY

These schedules contain information to help the reader assess the City's significant local revenue source, the property tax. 160

DEBT CAPACITY

These schedules contain information to help the reader assess the affordability of the City's current levels of outstanding debt and the ability to issue additional debt in the future. 166

DEMOGRAPHIC AND ECONOMIC INFORMATION

These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place. 172

OPERATING INFORMATION

These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs. 173

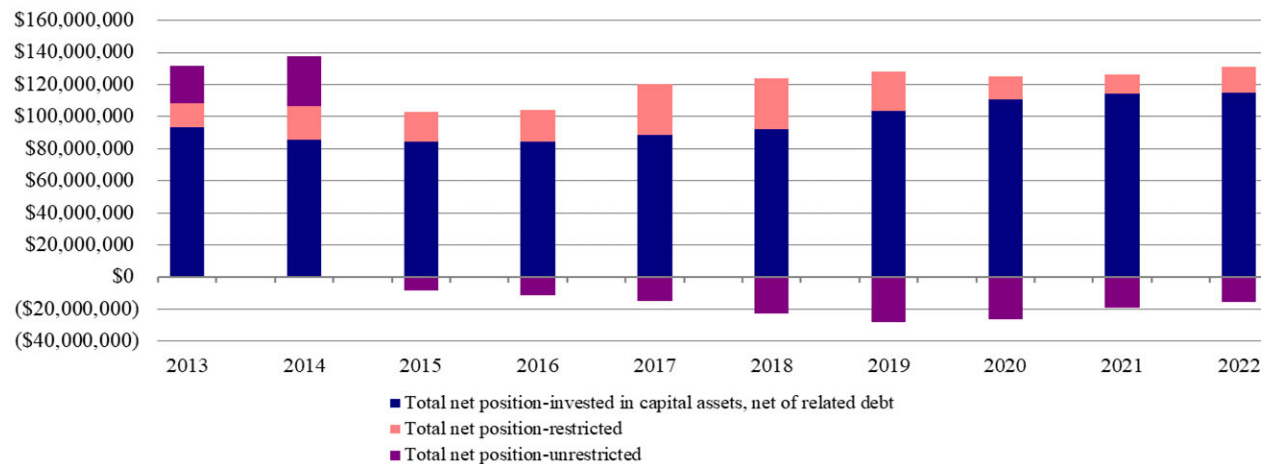
DEBT CONTINUING DISCLOSURE

These schedules contain information that complies with continuing disclosure requirements of each bond issued. 178

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**CITY OF COVINA
NET POSITION BY COMPONENT
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Governmental activities										
Net investment in capital assets	\$ 74,270,261	\$ 72,284,235	\$ 70,723,029	\$ 70,757,663	\$ 74,371,948	\$ 74,766,840	\$ 84,857,338	\$ 84,273,491	\$ 81,877,731	\$ 83,025,178
Restricted	15,229,058	21,146,284	18,702,053	19,641,871	26,984,607	25,867,749	17,053,339	14,469,628	15,410,155	16,074,243
Unrestricted	11,385,702	8,634,314	(29,330,744)	(35,598,486)	(39,202,847)	(43,430,116)	(46,481,365)	(44,202,396)	(37,601,064)	(30,538,742)
Total governmental activities net position	<u>\$ 100,885,021</u>	<u>\$ 102,064,833</u>	<u>\$ 60,094,338</u>	<u>\$ 54,801,048</u>	<u>\$ 62,153,708</u>	<u>\$ 57,204,473</u>	<u>\$ 55,429,312</u>	<u>\$ 54,540,723</u>	<u>\$ 59,686,822</u>	<u>\$ 68,560,679</u>
Business-type activities										
Net investment in capital assets	\$ 18,808,805	\$ 13,256,130	\$ 13,766,584	\$ 13,901,014	\$ 14,333,903	\$ 17,635,065	\$ 18,856,666	\$ 26,398,843	\$ 32,790,931	\$ 31,942,562
Restricted	-	-	-	-	4,353,289	5,613,256	7,122,938	-	-	-
Unrestricted	11,741,520	22,391,275	20,749,710	24,142,448	24,413,236	20,585,317	18,672,662	17,719,110	14,407,201	15,308,140
Total business-type activities net position	<u>\$ 30,550,325</u>	<u>\$ 35,647,405</u>	<u>\$ 34,516,294</u>	<u>\$ 38,043,462</u>	<u>\$ 43,100,428</u>	<u>\$ 43,833,638</u>	<u>\$ 44,652,266</u>	<u>\$ 44,117,953</u>	<u>\$ 47,198,132</u>	<u>\$ 47,250,702</u>
Total net position										
Net investment in capital assets	\$ 93,079,066	\$ 85,540,365	\$ 84,489,613	\$ 84,658,677	\$ 88,705,851	\$ 92,401,905	\$ 103,714,004	\$ 110,672,334	\$ 114,668,662	\$ 114,967,740
Restricted	15,229,058	21,146,284	18,702,053	19,641,871	31,337,896	31,481,005	24,176,277	14,469,628	15,410,155	16,074,243
Unrestricted	23,127,222	31,025,589	(8,581,034)	(11,456,038)	(14,789,611)	(22,844,799)	(27,808,703)	(26,483,286)	(23,193,863)	(15,230,602)
Total net position	<u>\$ 131,435,346</u>	<u>\$ 137,712,238</u>	<u>\$ 94,610,632</u>	<u>\$ 92,844,510</u>	<u>\$ 105,254,136</u>	<u>\$ 101,038,111</u>	<u>\$ 100,081,578</u>	<u>\$ 98,658,676</u>	<u>\$ 106,884,954</u>	<u>\$ 115,811,381</u>



**CITY OF COVINA, CALIFORNIA
CHANGES IN NET POSITION
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Expenses										
Governmental activities:										
General government	\$ 1,923,009	\$ 879,859	\$ 1,188,341	\$ 4,618,977	\$ 5,786,202	\$ 1,370,482	\$ 2,082,578	\$ 3,356,218	\$ 3,131,410	\$ 882,985
Public safety	24,363,654	25,353,602	25,102,323	25,297,988	26,080,895	30,549,274	29,863,536	33,529,788	34,239,989	45,084,190
Public works	6,246,958	7,349,352	8,136,978	6,934,750	6,548,405	6,792,606	7,468,025	8,539,877	8,476,656	6,580,415
Culture and recreation	4,322,897	4,769,656	4,782,738	3,552,984	3,451,383	5,027,721	4,434,960	4,630,583	4,393,945	1,600,700
Community development	1,738,855	1,305,545	829,728	1,553,499	1,135,194	2,246,788	1,738,982	2,382,311	2,481,925	2,333,315
Transit	1,393,213	1,255,368	1,289,230	1,017,689	1,260,117	1,212,960	1,176,235	2,068,390	2,646,439	862,651
Redevelopment and housing	1,792,779	433,609	537,470	217,808	349,820	1,042,797	492,737	598,363	912,707	183,561
Interest on long-term debt	49,654	21,131	-	-	-	-	287,459	251,550	238,058	708,305
Total governmental activities expenses	<u>41,831,019</u>	<u>41,368,122</u>	<u>41,866,808</u>	<u>43,193,695</u>	<u>44,612,016</u>	<u>48,242,628</u>	<u>47,544,512</u>	<u>55,357,080</u>	<u>56,521,129</u>	<u>58,236,122</u>
Business-type activities:										
Water utility	9,276,555	9,757,890	8,776,576	8,369,874	8,056,727	12,815,344	10,289,222	10,318,472	10,893,841	10,333,944
Environmental protection	770,164	946,778	1,159,693	940,492	867,142	1,109,212	1,195,439	1,176,992	1,047,347	1,341,932
Sewer utility	1,272,822	1,564,254	1,729,052	1,575,182	1,429,207	1,757,186	2,444,970	2,829,014	2,485,405	2,063,288
Total business-type activities expenses	<u>11,319,541</u>	<u>12,268,922</u>	<u>11,665,321</u>	<u>10,885,548</u>	<u>10,353,076</u>	<u>15,681,742</u>	<u>13,929,631</u>	<u>14,324,478</u>	<u>14,426,593</u>	<u>13,739,164</u>
Total expenses	<u>\$ 53,150,560</u>	<u>\$ 53,637,044</u>	<u>\$ 53,532,129</u>	<u>\$ 54,079,243</u>	<u>\$ 54,965,092</u>	<u>\$ 63,924,370</u>	<u>\$ 61,474,143</u>	<u>\$ 69,681,558</u>	<u>\$ 70,947,722</u>	<u>\$ 71,975,286</u>
Program revenues										
Governmental activities:										
Charges for services:										
General government	\$ 356,673	\$ 482,450	\$ 435,274	\$ 338,362	\$ 290,160	\$ 2,232,037	\$ 2,192,160	\$ 2,162,262	2,361,216	2,602,937
Public safety	1,957,506	2,506,468	1,712,553	1,490,083	1,443,134	1,769,892	1,727,746	1,521,571	1,655,557	2,049,262
Public works	556,466	579,193	1,510,331	623,693	796,475	733,029	802,080	684,035	754,691	970,378
Culture and recreation	798,562	1,184,544	807,829	794,192	793,114	785,814	834,854	507,771	306,697	687,296
Community development	1,167,001	1,245,885	495,395	1,138,415	1,266,266	1,968,358	1,771,843	1,349,738	1,845,242	2,045,672
Transit	328,136	316,429	297,094	315,887	242,912	214,650	226,255	180,644	107,574	126,513
Redevelopment and housing	28,710	973,329	60,961	320,620	302,665	263,574	228,506	881,603	1,124,210	241,182
Operating grants and contributions	5,597,878	5,131,366	8,232,955	5,216,063	10,563,152	7,540,661	7,962,987	8,081,089	9,809,684	13,635,757
Capital grants and contributions	611,661	1,483,056	1,595,869	2,428,605	8,209,341	2,579,102	4,308,857	245,420	1,087,845	567,243
Total governmental activities program revenues	<u>11,402,593</u>	<u>13,902,720</u>	<u>15,148,261</u>	<u>12,665,920</u>	<u>23,907,219</u>	<u>18,087,117</u>	<u>20,055,288</u>	<u>15,614,133</u>	<u>19,052,716</u>	<u>22,926,240</u>

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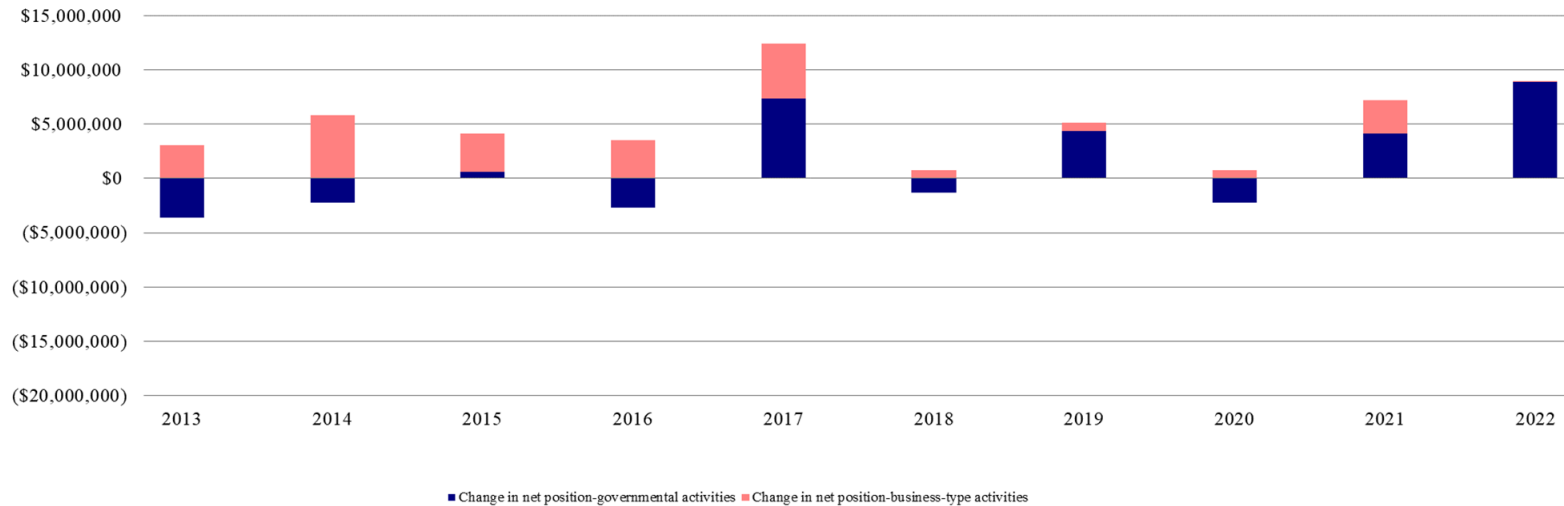
**CITY OF COVINA, CALIFORNIA
CHANGES IN NET POSITION (CONTINUED)
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Business-type activities:										
Charges for services:										
Water utility	10,902,689	13,337,157	11,349,263	10,436,434	11,011,015	11,138,975	9,586,220	10,673,985	11,681,271	11,859,488
Environmental protection	925,221	1,317,849	1,240,317	1,159,700	1,313,194	1,170,122	1,190,124	1,003,527	1,144,576	1,142,051
Sewer utility	2,263,321	2,213,642	2,596,319	2,683,503	2,760,749	2,833,092	2,923,535	2,905,488	3,093,941	3,305,418
Operating grants and contributions	-	1,554	-	-	-	-	-	-	-	-
Capital grants and contributions	-	366,180	-	-	-	-	-	-	-	-
Total business-type activities program revenues	14,091,231	17,236,382	15,185,899	14,279,637	15,084,958	15,142,189	13,699,879	14,583,000	15,919,788	16,306,957
Total program revenues	\$ 25,493,824	\$ 31,139,102	\$ 30,334,160	\$ 26,945,557	\$ 38,992,177	\$ 33,229,306	\$ 33,755,167	\$ 30,197,133	\$ 34,972,504	\$ 39,233,197
Net (expense) revenue										
Governmental activities	\$ (30,428,426)	\$ (27,465,402)	\$ (26,718,547)	\$ (30,527,775)	\$ (20,704,797)	\$ (30,155,511)	\$ (27,489,224)	\$ (39,742,947)	\$ (37,468,413)	\$ (35,309,882)
Business-type activities	2,771,690	4,967,460	3,520,578	3,394,089	4,731,882	(539,553)	(229,752)	258,522	1,493,195	2,859,617
Total net expense	\$ (27,656,736)	\$ (22,497,942)	\$ (23,197,969)	\$ (27,133,686)	\$ (15,972,915)	\$ (30,695,064)	\$ (27,718,976)	\$ (39,484,425)	\$ (35,975,218)	\$ (32,450,265)
General revenues										
Governmental activities:										
Property taxes	\$ 13,323,781	\$ 11,725,280	\$ 12,913,803	\$ 12,564,219	\$ 11,642,704	\$ 12,575,318	\$ 13,123,606	\$ 13,812,070	\$ 14,862,914	\$ 15,338,132
Sales taxes	5,835,052	5,643,574	6,569,382	7,929,069	9,164,440	8,950,753	9,315,358	9,296,400	10,793,459	11,426,354
Transaction and use tax	-	-	-	-	-	-	1,438,519	6,579,486	8,098,540	8,823,059
Transient occupancy taxes	395,589	349,310	99,716	482,727	327,570	388,491	240,946	130,831	3,661	95,950
Property transfer taxes	132,670	157,945	159,795	223,766	200,253	236,899	217,332	212,485	216,776	278,481
Business license taxes	259,692	415,362	326,818	328,716	337,626	348,793	372,756	347,110	357,655	363,496
Utility user taxes	5,065,228	5,055,632	5,033,846	4,632,448	4,689,894	4,573,428	4,590,983	4,523,187	4,847,226	5,082,103
Franchise taxes	1,465,788	1,480,237	1,549,731	1,447,780	1,449,399	1,594,522	1,625,802	1,910,641	2,219,586	2,246,113
Investment earnings	337,358	473,543	641,993	193,209	226,671	144,176	883,542	620,835	(257,680)	(1,162,614)
Transfers in/out	26,880	(33,927)	-	-	18,900	-	-	-	22,340	1,020,279
Gain on sale of capital assets	6,614	-	-	32,551	-	-	15,129	54,268	-	462,215
Miscellaneous	-	-	-	-	-	-	12,562	49,645	455,723	210,171
Extraordinary loss	-	-	-	-	-	-	-	-	-	-
Total governmental activities	26,848,652	25,266,956	27,295,084	27,834,485	28,057,457	28,812,380	31,836,535	37,536,958	41,620,200	44,183,739
Business-type activities:										
Investment earnings	60,157	17,894	19,330	111,555	206,823	366,249	594,051	524,565	236,885	139,389
Investment earnings - CIC	226,795	809,727	2,109	21,524	137,161	906,514	454,329	-	1,372,439	(1,926,157)
Miscellaneous	-	-	-	-	-	-	-	-	-	-
Transfers in/out	(26,880)	33,927	-	-	(18,900)	-	-	-	(22,340)	(1,020,279)
Total general revenues	\$ 27,108,724	\$ 26,128,504	\$ 27,316,523	\$ 27,967,564	\$ 28,382,541	\$ 30,085,143	\$ 32,884,915	\$ 38,061,523	\$ 43,207,184	\$ 41,376,692

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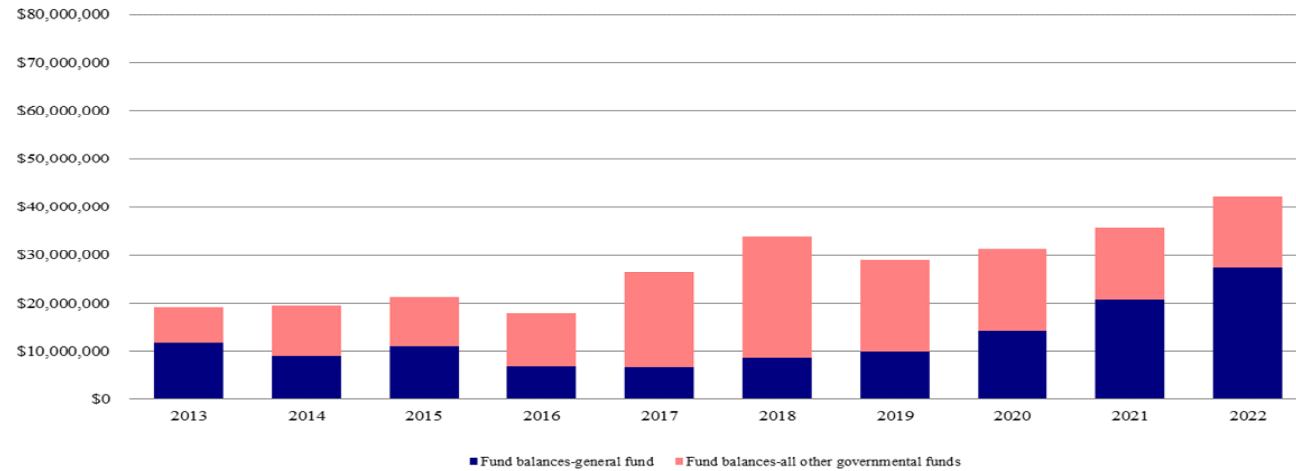
**CITY OF COVINA, CALIFORNIA
CHANGES IN NET POSITION (CONTINUED)
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)**

	Fiscal Year									
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Change in net position										
Governmental activities	\$ (3,579,774)	\$ (2,198,446)	\$ 576,537	\$ (2,693,290)	\$ 7,352,660	\$ (1,343,131)	\$ 4,347,311	\$ (2,205,989)	\$ 4,151,787	\$ 8,873,857
Business-type activities	3,031,762	5,829,008	3,542,017	3,527,168	5,056,966	733,210	818,628	783,087	3,080,179	52,570
Total changes in net position	<u>\$ (548,012)</u>	<u>\$ 3,630,562</u>	<u>\$ 4,118,554</u>	<u>\$ 833,878</u>	<u>\$ 12,409,626</u>	<u>\$ (609,921)</u>	<u>\$ 5,165,939</u>	<u>\$ (1,422,902)</u>	<u>\$ 7,231,966</u>	<u>\$ 8,926,427</u>



**CITY OF COVINA, CALIFORNIA
FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General fund										
Reserved										
Unreserved										
Nonspendable	\$ 28,941	\$ 28,094	\$ 3,354,570	\$ 753,534	\$ 3,247,152	\$ 3,116,097	\$ 2,620,620	\$ 2,621,554	\$ 1,008,903	\$ 82,179
Restricted	24,564	7,436,731	21,359	347,012	395,420	448,927	385,692	428,079	387,764	20,136,982
Committed	533,004	21,359	6,699,720	6,483,613	2,656,872	3,708,388	6,981,901	8,029,233	8,508,328	385,762
Assigned	478,106	1,680,892	979,197	-	442,472	1,561,848	42,726	25,940	17,166	7,268
Unassigned	10,580,310	-	-	(675,402)	-	-	-	3,167,653	10,878,058	6,786,935
Total general fund	<u>\$ 11,644,925</u>	<u>\$ 9,167,076</u>	<u>\$ 11,054,846</u>	<u>\$ 6,908,757</u>	<u>\$ 6,741,916</u>	<u>\$ 8,835,260</u>	<u>\$ 10,030,939</u>	<u>\$ 14,272,459</u>	<u>\$ 20,800,219</u>	<u>\$ 27,399,126</u>
All other governmental funds										
Reserved										
Unreserved, reported in:										
Special revenue funds										
Capital projects funds										
Nonspendable	-	-	-	-	-	-	\$ 5,631	\$ 1,159	\$ 22,553	\$ 7,949
Restricted	7,070,982	8,879,178	8,945,660	10,265,504	18,465,625	24,623,938	20,506,425	17,912,873	14,909,282	15,232,311
Assigned	953,958	1,497,633	1,338,429	877,646	1,270,910	491,368	111,473	0	100,116	-
Unassigned	(353,128)	(21,099)	(58,040)	(46,555)	(27,396)	(53,943)	(1,685,799)	(832,212)	(332,512)	(463,734)
Total all other governmental funds	<u>\$ 7,671,812</u>	<u>\$ 10,355,712</u>	<u>\$ 10,226,049</u>	<u>\$ 11,096,595</u>	<u>\$ 19,709,139</u>	<u>\$ 25,061,363</u>	<u>\$ 18,937,730</u>	<u>\$ 17,081,820</u>	<u>\$ 14,699,439</u>	<u>\$ 14,776,526</u>



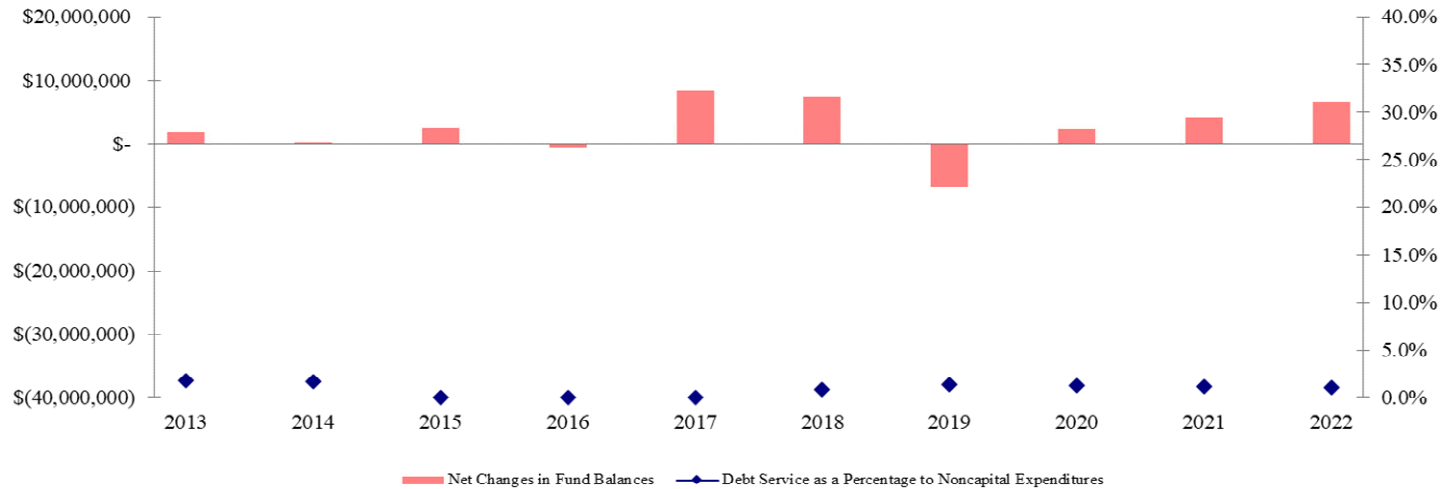
CITY OF COVINA, CALIFORNIA
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
LAST TEN FISCAL YEARS
(ACCRUAL BASIS OF ACCOUNTING)

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenues										
Taxes	\$ 26,934,344	\$ 24,578,908	\$ 26,901,523	\$ 27,608,725	\$ 27,811,886	\$ 28,668,204	\$ 30,925,091	\$ 36,812,970	\$ 41,399,927	\$ 43,653,728
Licenses and permits	878,549	756,173	965,527	888,120	1,128,331	1,698,138	1,307,877	999,449	1,603,293	1,442,013
Intergovernmental	5,178,331	7,338,277	6,062,377	7,850,431	12,122,236	7,968,101	9,388,149	8,487,182	10,166,315	13,200,093
Charges for services	2,658,584	2,748,519	2,850,307	2,746,174	2,484,969	4,713,987	5,000,622	4,011,688	4,196,257	5,492,740
Fines and forfeits	871,237	828,444	559,409	862,009	930,478	907,304	926,644	907,080	890,254	1,081,458
Special assessments	645,752	725,365	944,194	524,949	590,948	634,282	533,047	1,414,617	1,469,594	592,885
Investment earnings	3,304	186,627	206,047	193,209	226,671	380,716	1,281,892	1,430,498	(59,645)	(980,055)
Miscellaneous	296,007	1,369,723	3,766,447	240,998	550,247	723,058	570,700	738,688	825,456	727,918
Total revenues	37,466,108	38,532,036	42,255,831	40,914,615	45,845,766	45,693,790	49,934,022	54,802,172	60,491,451	65,210,780
Expenditures										
General government	274,806	503,430	232,379	3,928,177	3,476,163	2,235,447	1,790,386	2,593,801	2,561,757	5,382,805
Public safety	23,842,820	24,415,716	24,617,224	23,721,228	23,283,514	26,571,782	28,302,062	29,372,913	32,413,668	73,854,134
Public works	2,448,294	3,183,073	4,377,357	3,109,378	3,762,770	4,753,148	4,091,454	4,474,244	6,962,063	5,833,291
Culture and recreation	4,262,425	4,546,531	4,602,280	3,245,947	3,254,141	3,923,981	4,282,219	3,926,265	3,456,912	7,079,292
Community development	1,762,768	1,289,508	832,898	1,543,411	1,202,281	1,890,189	1,852,180	2,247,775	2,277,834	5,432,129
Transit	1,125,086	980,911	1,020,243	746,109	957,374	764,864	887,211	1,734,472	2,277,196	951,556
Redevelopment and housing	491,540	466,232	490,745	265,742	287,877	1,005,353	517,758	567,340	890,178	679,401
Capital outlay	890,079	2,823,296	3,419,189	5,030,166	1,175,943	2,617,687	15,518,582	6,985,453	4,894,860	5,909,455
Debt service:										
Principal	553,477	579,404	-	-	-	210,000	300,000	305,000	310,000	320,000
Interest and fiscal charges	48,115	23,501	-	-	-	155,078	233,481	252,136	250,944	722,016
Bond issuance costs	-	-	-	-	-	-	45,544	-	-	-
Total expenditures	35,699,410	38,811,602	39,592,315	41,590,158	37,400,063	44,127,529	57,820,877	52,459,399	56,295,412	106,164,079
Excess of revenues over (under) expenditures	1,766,698	(279,566)	2,663,516	(675,543)	8,445,703	1,566,261	(7,886,855)	2,342,773	4,196,039	(40,953,299)

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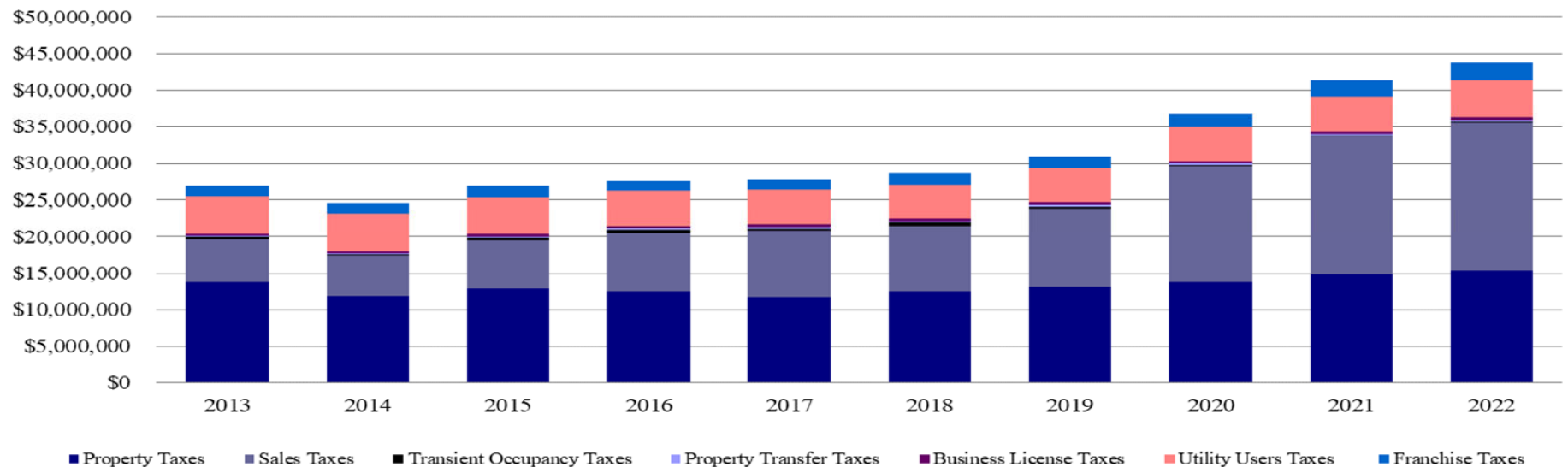
CITY OF COVINA, CALIFORNIA
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS (CONTINUED)
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)

Other financing sources (uses)	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Transfers in	\$ 544,408	\$ 977,149	\$ 2,161,548	\$ 2,317,808	\$ 1,373,629	\$ 1,186,303	\$ 2,422,806	\$ 1,195,374	\$ 625,625	\$ 613,927
Transfers out	(517,528)	(1,202,753)	(2,415,967)	(2,317,808)	(1,373,629)	(1,186,303)	(3,861,325)	(1,195,374)	(676,285)	(6,103,294)
Capital leases	-	-	-	-	-	-	-	-	-	460,000
Loan Proceeds	-	-	-	-	-	-	-	-	-	12,476
Tax allocation bonds issued	-	-	-	-	-	-	-	-	-	-
Proceeds from debt issuance	-	-	-	-	-	5,625,000	2,500,000	-	-	52,646,184
Premium on debt issuance	-	-	-	-	-	254,307	-	-	-	-
Payment to refunded bond account	-	-	-	-	-	-	-	-	-	-
Gain (loss) on sale and disposal of capital assets	-	720,376	-	-	-	-	-	42,837	-	-
Total other financing sources (uses)	26,880	494,772	(254,419)	-	-	5,879,307	1,061,481	42,837	(50,660)	47,629,293
Net changes in fund balances	\$ 1,793,578	\$ 215,206	\$ 2,409,097	\$ (675,543)	\$ 8,445,703	\$ 7,445,568	\$ (6,825,374)	\$ 2,385,610	\$ 4,145,379	\$ 6,675,994
Debt service as a percentage of noncapital expenditures	1.7%	1.7%	0.0%	0.0%	0.0%	0.9%	1.4%	1.2%	1.1%	1.0%



**CITY OF COVINA, CALIFORNIA
GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE
LAST TEN FISCAL YEARS
(MODIFIED ACCRUAL BASIS OF ACCOUNTING)**

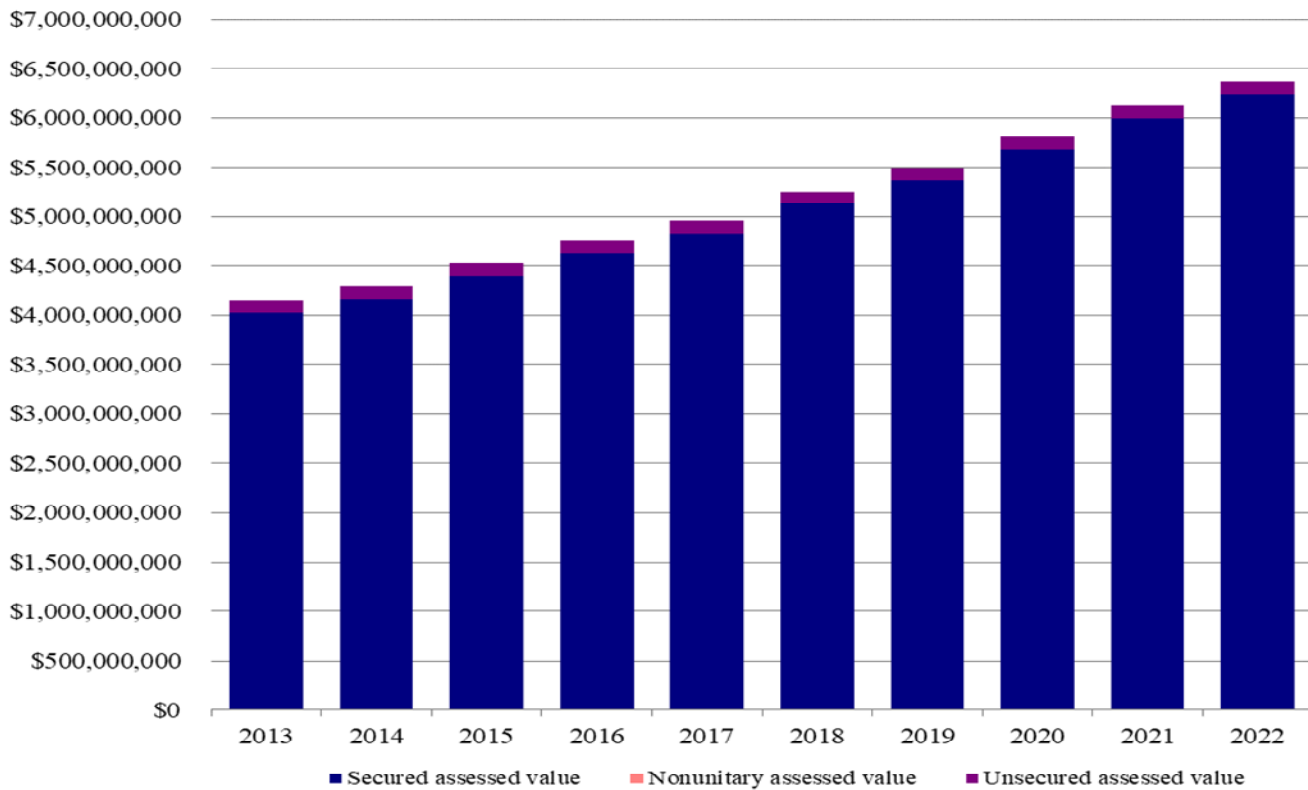
Fiscal Year	Property Taxes ⁽¹⁾	Sales Taxes	Transient Occupancy Taxes	Property Transfer Taxes	Business License Taxes	Utility Users Taxes	Franchise Taxes	Total
2013	13,779,975	5,835,052	394,909	132,670	260,722	5,065,228	1,465,788	26,934,344
2014	11,725,280	5,643,574	100,878	157,945	415,362	5,055,632	1,480,237	24,578,908
2015	12,913,803	6,569,382	348,148	159,795	326,818	5,033,846	1,549,731	26,901,523
2016	12,564,219	7,929,069	482,727	223,766	328,716	4,632,448	1,447,780	27,608,725
2017	11,642,704	9,164,440	327,570	200,253	337,626	4,689,894	1,449,399	27,811,886
2018	12,575,318	8,950,753	388,491	236,899	348,793	4,573,428	1,594,522	28,668,204
2019	13,123,395	10,753,877	240,946	217,332	372,756	4,590,983	1,625,802	30,925,091
2020	13,812,820	15,875,886	130,831	212,485	347,120	4,523,187	1,910,641	36,812,970
2021	14,862,914	18,891,999	3,661	216,776	357,765	4,847,226	2,219,586	41,399,927
2022	15,338,132	20,249,413	95,950	278,481	363,536	5,082,103	2,246,113	43,653,728



⁽¹⁾ Includes both City property tax and Redevelopment Agency tax allocations up to 2012. Property tax in-lieu motor vehicle licenses are not included in amounts prior to fiscal year 2006.

**CITY OF COVINA, CALIFORNIA
ASSESSED VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS**

Fiscal Year	Assessed Value ⁽¹⁾				Total Effective Rate (2)
	Secured	Nonunitary	Unsecured	Total	
2013	4,019,604,449	401,800	135,484,540	4,155,490,789	1.4036%
2014	4,168,222,632	401,800	129,212,504	4,297,836,936	1.4047%
2015	4,391,097,348	401,800	136,165,789	4,527,664,937	1.4125%
2016	4,622,530,801	401,800	136,586,370	4,759,518,971	1.4548%
2017	4,833,140,987	656,500	129,151,190	4,962,948,677	1.4552%
2018	5,126,757,001	656,500	125,505,161	5,252,918,662	1.4801%
2019	5,368,832,086	53,800	130,846,429	5,499,732,315	1.4645%
2020	5,681,002,424	53,800	132,250,317	5,813,306,541	1.4974%
2021	5,986,855,692	9,148	138,241,671	6,125,106,511	1.4727%
2022	6,237,377,853	9,148	125,747,512	6,363,134,513	1.4892%



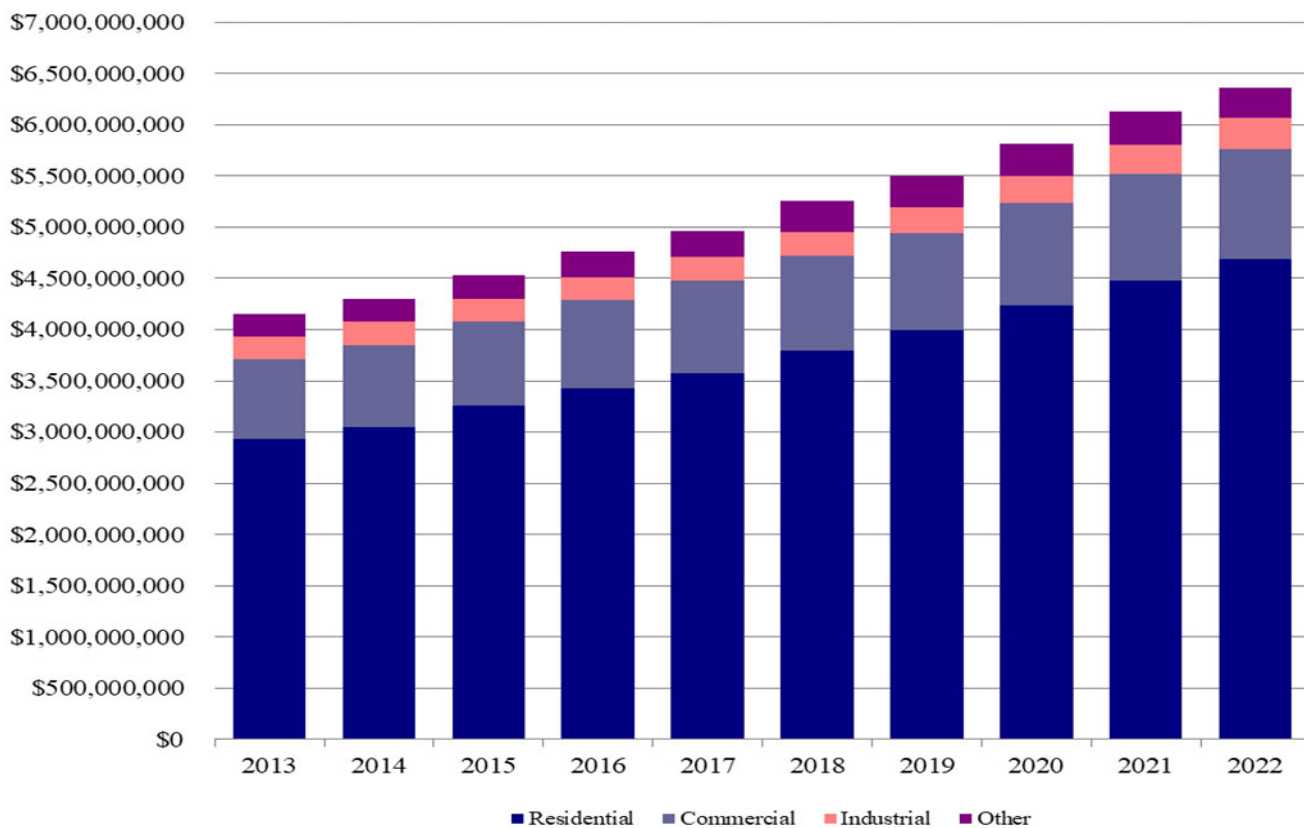
⁽¹⁾ Net of exemptions

⁽²⁾ Because of California's complicated taxing structure where different values are taxed at different rates due to Proposition 13 and Redevelopment dissolution statutes, we have used an effective rate. The rate has been calculated by dividing total revenue for the government preparing the statistical section by the total revenue base.

Source: Los Angeles County/Hdl Companies

**CITY OF COVINA, CALIFORNIA
ASSESSED VALUE OF TAXABLE PROPERTY BY USE
LAST TEN FISCAL YEARS**

Fiscal Year	Assessed Value ⁽¹⁾					Total Effective Rate (2)
	Residential	Commercial	Industrial	Other	Total	
2013	2,930,723,686	780,928,877	217,974,525	225,863,701	4,155,490,789	1.4036%
2014	3,051,809,271	794,611,256	228,672,928	222,743,481	4,297,836,936	1.4047%
2015	3,259,575,794	813,796,268	223,545,046	230,747,829	4,527,664,937	1.4125%
2016	3,429,044,663	855,846,637	228,745,403	245,882,268	4,759,518,971	1.4548%
2017	3,577,650,675	901,743,008	232,619,329	250,935,665	4,962,948,677	1.4552%
2018	3,790,868,304	923,889,405	237,982,559	300,178,394	5,252,918,662	1.4801%
2019	3,999,408,804	943,988,485	248,088,436	308,246,590	5,499,732,315	1.4645%
2020	4,236,209,336	995,891,012	261,497,564	319,708,629	5,813,306,541	1.4974%
2021	4,477,167,443	1,041,244,830	288,116,648	318,577,590	6,125,106,511	1.4727%
2022	4,685,689,429	1,078,429,108	307,074,332	291,941,644	6,363,134,513	1.4892%



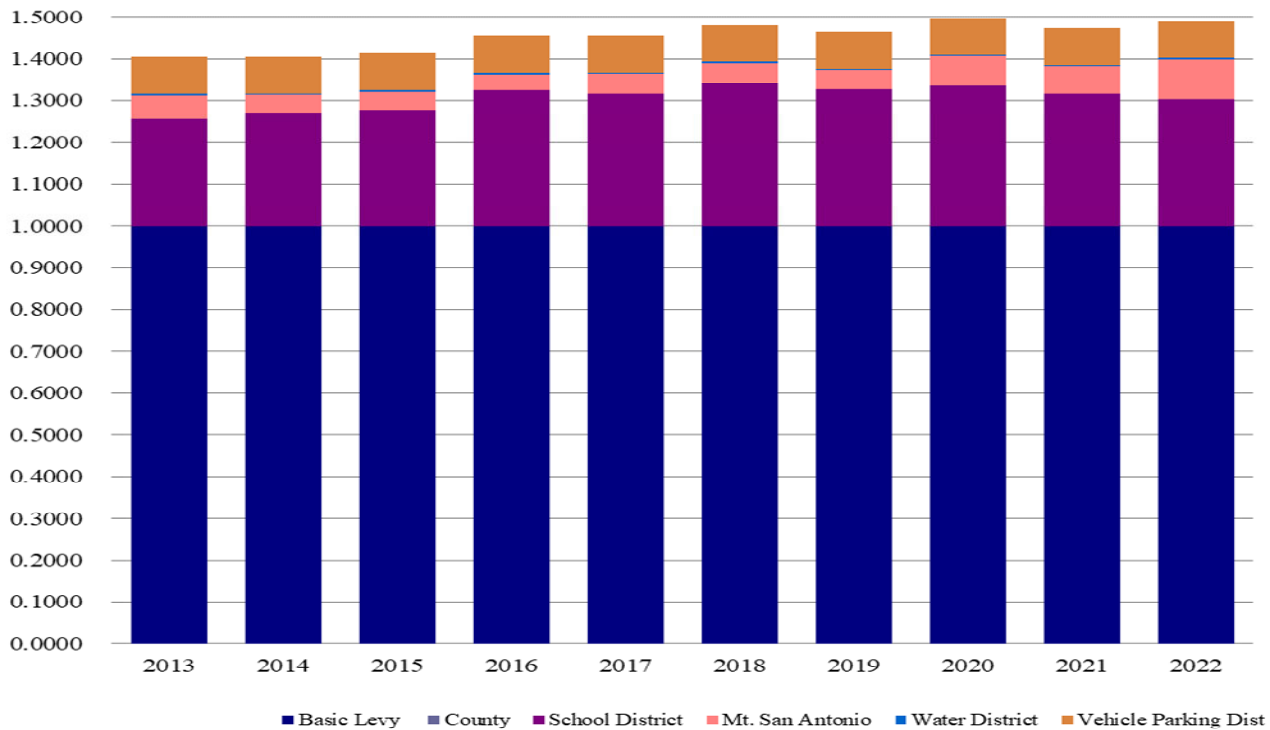
⁽¹⁾ Net of exemptions

⁽²⁾ Because of California's complicated taxing structure where different values are taxed at different rates due to Proposition 13 and Redevelopment dissolution statutes, we have used an effective rate. The rate has been calculated by dividing total revenue for the government preparing the statistical section by the total revenue base.

Source: Los Angeles County/Hdl Companies

**CITY OF COVINA, CALIFORNIA
PROPERTY TAX RATES ⁽¹⁾
DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS**

Fiscal Year	Basic Levy ⁽²⁾	County			School District ⁽³⁾	Community College District ⁽⁴⁾	Water District	Vehicle Parking District	Total Effective Rate ⁽⁵⁾
		General	Flood Control	Total					
2013	1.0000	0.0000	0.0000	0.0000	0.2577	0.0549	0.0035	0.0875	1.4036
2014	1.0000	0.0000	0.0000	0.0000	0.2713	0.0425	0.0035	0.0875	1.4047
2015	1.0000	0.0000	0.0000	0.0000	0.2770	0.0446	0.0035	0.0875	1.4125
2016	1.0000	0.0000	0.0000	0.0000	0.3258	0.0380	0.0035	0.0875	1.4548
2017	1.0000	0.0000	0.0000	0.0000	0.3162	0.0481	0.0035	0.0875	1.4553
2018	1.0000	0.0000	0.0000	0.0000	0.3431	0.0460	0.0035	0.0875	1.4801
2019	1.0000	0.0000	0.0000	0.0000	0.3267	0.0467	0.0035	0.0875	1.4645
2020	1.0000	0.0000	0.0000	0.0000	0.3368	0.0695	0.0035	0.0875	1.4974
2021	1.0000	0.0000	0.0000	0.0000	0.3156	0.0662	0.0035	0.0875	1.4727
2022	1.0000	0.0000	0.0000	0.0000	0.3038	0.0944	0.0035	0.0875	1.4892



⁽¹⁾ Per \$100 of assessed value

⁽²⁾ Basic levy for City (\$0.154), County (\$0.338), Covina Valley Unified School District (\$0.184), Educational Revenue Augmentation Fund (\$0.242) and other agencies (\$0.082).

⁽³⁾ Azusa Unified School District, Charter Oak Unified School District and Covina Valley Unified School District .

⁽⁴⁾ Citrus Community College District and Mt. San Antonio Community College District .

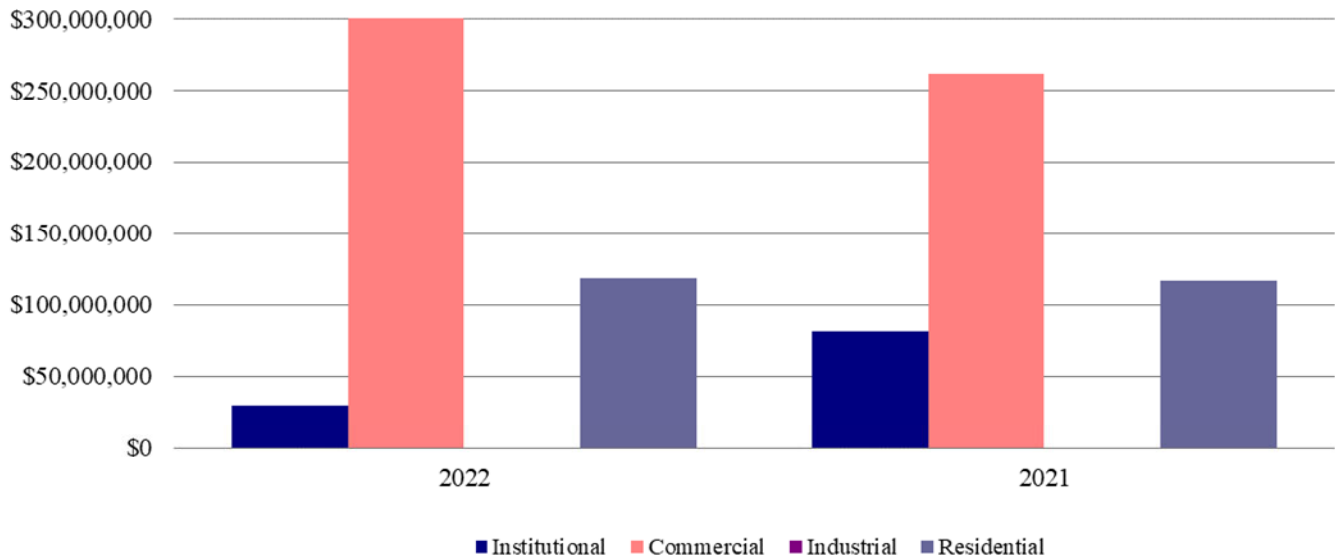
⁽⁵⁾ Because of California's complicated taxing structure where different values are taxed at different rates due to Proposition 13 and Redevelopment dissolution statutes, we have used an effective rate. The rate has been calculated by dividing total revenue for the government preparing the statistical section by the total revenue base.

Source: Los Angeles County/Hdl Companies .

**CITY OF COVINA, CALIFORNIA
PRINCIPAL PROPERTY OWNERS⁽¹⁾
LAST TEN FISCAL YEARS**

Taxpayer	Primary Use	2022			2021		
		Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value ⁽¹⁾	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value ⁽¹⁾
Ikea Property Inc	Commercial	\$ 72,429,940	1	1.14%	\$ 71,301,987	1	1.16%
Vista Pointe Grand Apartments LLC	Residential	63,335,354	2	1.00%	62,749,100	5	1.02%
KIR Covina Limited Partnership	Commercial	57,016,246	3	0.90%	56,431,628	2	0.92%
Covina Grand Apartments LLC	Residential	54,893,487	4	0.86%	54,331,106	3	0.89%
Sierra Health and Life Insurance Comp	Institutional	40,272,949	5	0.63%			
UIMC Covina LLC	Commercial	38,648,149	6	0.61%	38,251,864	6	0.62%
FNL of Covina Partners LLC	Commercial	34,254,945	7	0.54%	33,903,709	7	0.55%
LVGEM Hotel Corporation	Commercial	33,053,607	8	0.52%	32,653,963	8	0.53%
CCP Covina 4003 LP	Institutional	29,503,782	9	0.46%	29,201,258	10	0.48%
Charter Communications	Commercial	29,327,356	10	0.46%	28,800,179		0.47%
Emanate Health	Institutional			0.00%	51,471,558	4	0.84%
Total		<u>\$ 452,735,815</u>		<u>7.12%</u>	<u>\$ 459,096,352</u>		<u>7.48%</u>

Principal Property Owners

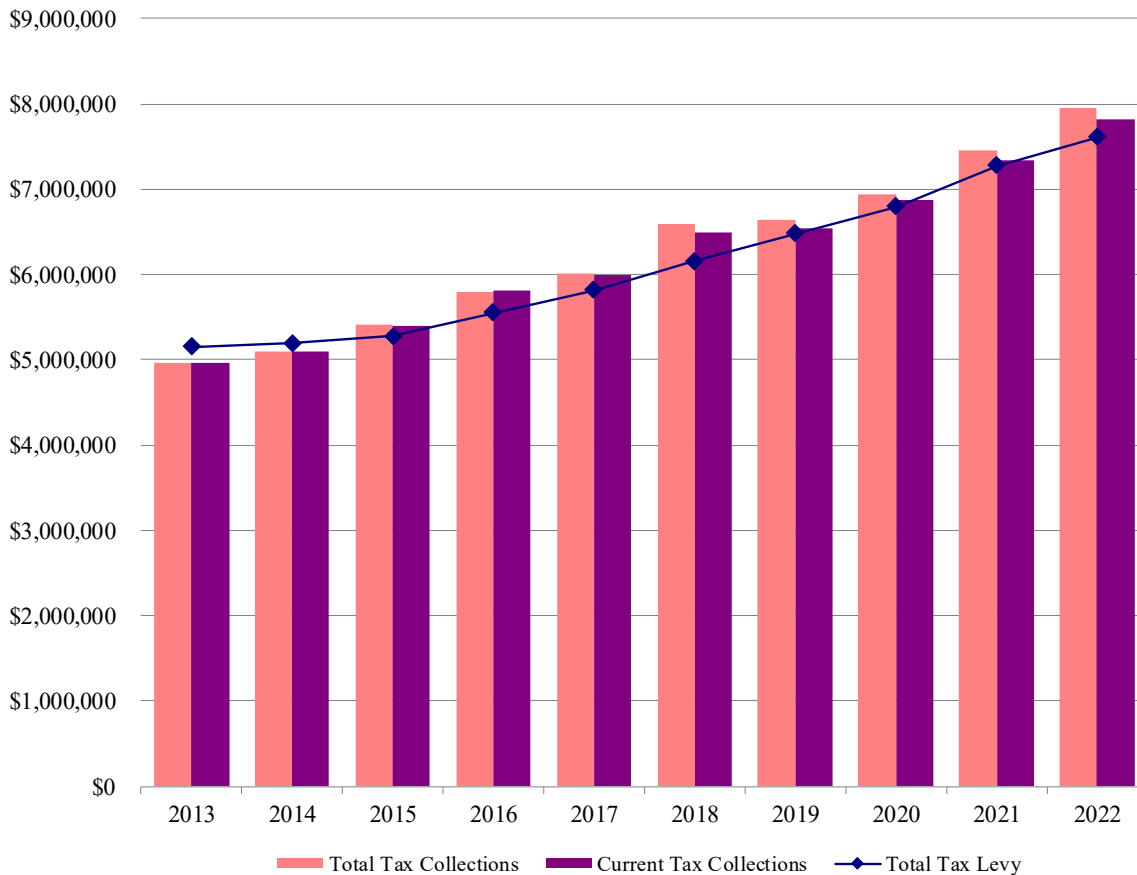


⁽¹⁾ Total assessed valuation of taxable property exclusive of exemptions.

Source: Los Angeles County/Hdl Companies

**CITY OF COVINA, CALIFORNIA
PROPERTY TAX LEVIES AND COLLECTIONS ⁽¹⁾
LAST TEN FISCAL YEARS**

Fiscal Year	Total Tax Levy ⁽²⁾	Current Tax Collections	Percent of Current Taxes Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Total Tax Levy
2013	5,152,608	4,965,009	96.4%	6,505	4,971,514	96.5%
2014	5,195,545	5,095,292	98.1%	5,745	5,101,037	98.2%
2015	5,276,198	5,403,432	102.4%	6,191	5,409,623	102.5%
2016	5,553,269	5,809,940	104.6%	(9,333)	5,800,607	104.5%
2017	5,815,150	5,996,355	103.1%	11,769	6,008,124	103.3%
2018	6,154,437	6,485,903	105.4%	98,063	6,583,966	107.0%
2019	6,483,113	6,548,523	101.0%	87,221	6,635,744	102.4%
2020	6,795,929	6,868,907	101.1%	70,619	6,939,526	102.1%
2021	7,277,691	7,335,258	100.8%	125,446	7,460,704	102.5%
2022	7,609,654	7,827,091	102.9%	125,398	7,952,489	104.5%



⁽¹⁾ Includes only City general property taxes of the General Fund and Municipal Parking District Special Revenue Fund

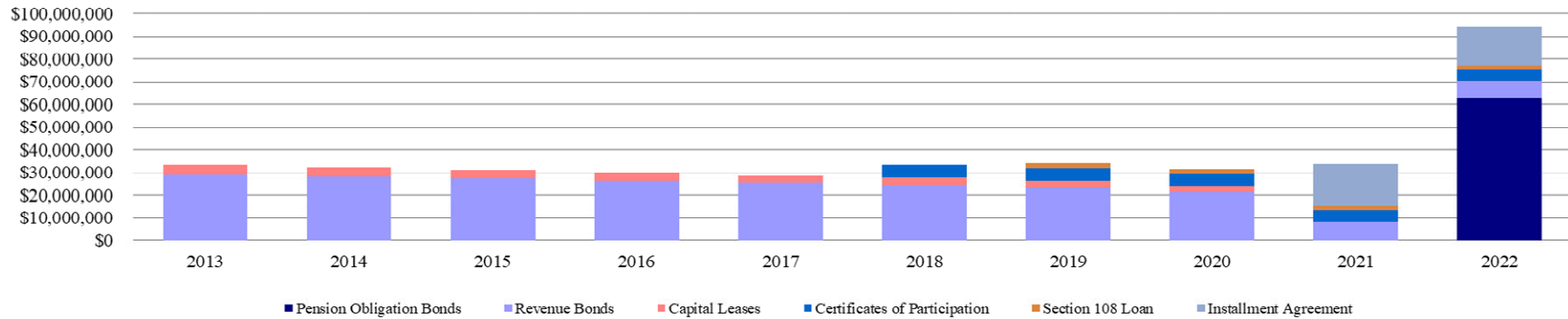
⁽²⁾ Includes secured and unsecured property tax levies exclusive of homeowner exemption, supplemental roll and in-lieu motor vehicle licenses.

Source: Los Angeles County.

**CITY OF COVINA, CALIFORNIA
RATIOS OF OUTSTANDING DEBT BY TYPE
LAST TEN FISCAL YEARS**

Fiscal Year	Governmental Activities						Business Activities				Total	Percentage of Personal Income ⁽¹⁾	Percentage of Debt Per Capita ⁽¹⁾
	Certificates of Participation	Revenue Bonds	Notes	Leases	Section 108 Loan	Pension Obligation Bonds	Installment Agreement	Revenue Bonds	Leases	Pension Obligation Bonds			
2013	-	506,804	-	109,404	-	-	-	28,556,637	4,355,402	-	33,528,247	3.70%	0.14%
2014	-	-	-	-	-	-	-	28,342,757	4,033,567	-	32,376,324	3.88%	0.15%
2015	-	-	-	-	-	-	-	27,419,747	3,764,539	-	31,184,286	4.00%	0.16%
2016	-	-	-	-	-	-	-	26,466,734	3,482,249	-	29,948,983	4.14%	0.16%
2017	-	-	-	-	-	-	-	25,483,722	3,186,043	-	28,669,765	4.38%	0.17%
2018	5,657,747	-	-	496,571	-	-	-	24,465,710	2,875,237	-	33,495,265	3.77%	0.15%
2019	5,471,187	-	-	496,571	2,375,000	-	-	23,407,697	2,549,111	-	34,299,566	3.88%	0.14%
2020	5,279,627	-	-	244,087	2,250,000	-	-	21,443,255	2,206,909	-	31,423,878	4.36%	0.16%
2021	5,083,068	-	-	-	2,125,000	-	18,290,271	8,210,000	-	-	33,708,339	4.23%	0.14%
2022	4,876,509	-	-	227,389	2,000,000	54,939,654	17,132,316	7,370,000	13,934	7,855,346	94,415,148	1.58%	0.05%

Outstanding Debt by Type-Last Ten Fiscal Years



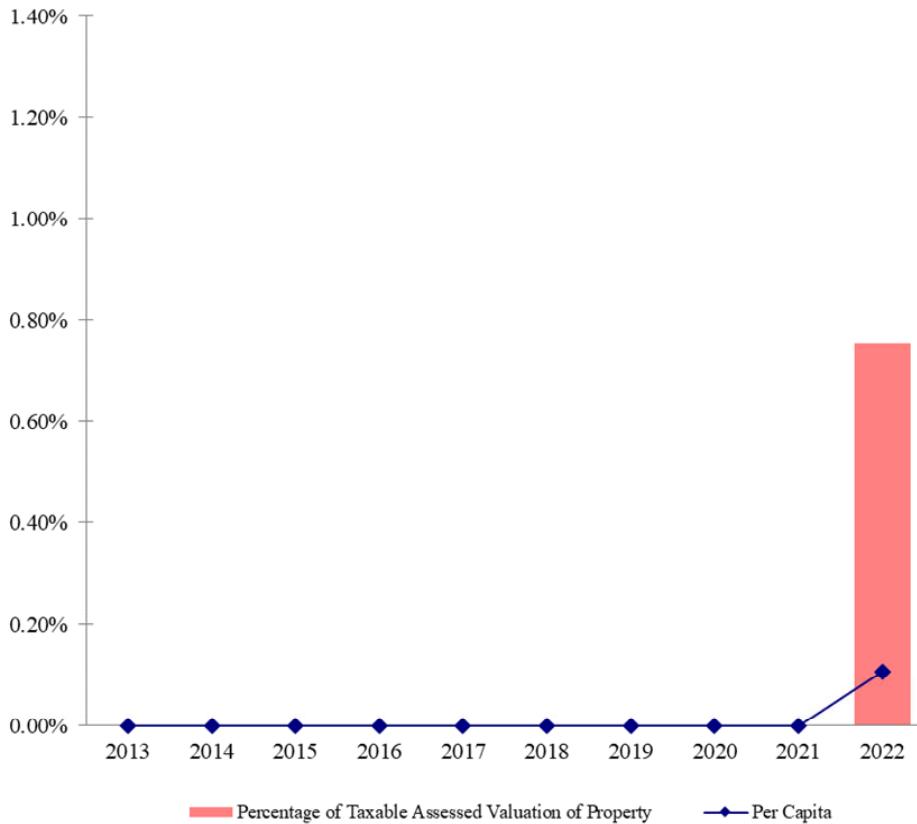
Note: Details regarding the City's outstanding debt can be found in the *notes to the financial statements*.

⁽¹⁾ See Demographic Statistics on page 152.

⁽²⁾ Due to the dissolution of the Covina Redevelopment Agency, the debt related to tax allocation bonds is no longer reported in this table.

CITY OF COVINA, CALIFORNIA
RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING
LAST TEN FISCAL YEARS

Fiscal Year	Pension Obligation Bonds	Less Amounts Available in Debt Service Fund	Total	Percentage of Taxable Assessed Valuation ⁽¹⁾ of Property	Per Capita ⁽²⁾
2013	-	-	-	0.00%	0.00%
2014	-	-	-	0.00%	0.00%
2015	-	-	-	0.00%	0.00%
2016	-	-	-	0.00%	0.00%
2017	-	-	-	0.00%	0.00%
2018	-	-	-	0.00%	0.00%
2019	-	-	-	0.00%	0.00%
2020	-	-	-	0.00%	0.00%
2021	-	-	-	0.00%	0.00%
2022	54,939,654	6,786,935	48,152,719	0.76%	0.00%



Note: Details regarding the City's outstanding debt can be found in the *notes to the financial statements*.

⁽¹⁾ See Assessed Value of Taxable Property-Last Ten Fiscal Years on page 141.

⁽²⁾ See Demographic Statistics on page 152.

⁽³⁾ Due to the dissolution of the Covina Redevelopment Agency, Tax Allocation Bonded Debt is no longer reported on this schedule.

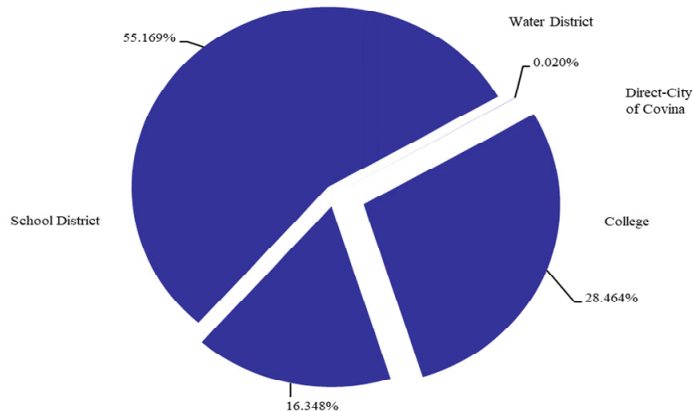
CITY OF COVINA, CALIFORNIA

DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES BONDED DEBT

AS OF JUNE 30, 2022

Jurisdiction	Net General Activities Bonded and Capital Lease Debt Outstanding	Percentage Applicable to City of Covina ⁽²⁾	Amount Applicable to City of Covina
Direct-City of Covina ⁽¹⁾	\$ 55,167,043	100.000%	\$ 55,167,043
Overlapping:			
Water District:			
Metropolitan Water District	13,101,783	0.385%	50,386
College:			
Citrus CCD DS Refunding Bond Series 2013	7,220,302	0.335%	24,155
Citrus CCD DS 2004 Series 2014D	1,016,152	0.334%	3,399
Citrus CCD DS 2004, 2015 Series E	2,255,000	0.335%	7,544
Citrus CCD DS Ref Bonds 2015 Series A	22,155,000	0.335%	74,118
Citrus CCD DS Ref Bonds 2020 Series A	41,625,000	0.335%	139,253
Citrus CCD DS2020 Series 2021A	69,740,000	0.335%	233,309
Mt. San Antonio CCD DS 2008 Series 13A	160,803,885	5.995%	9,640,072
Mt. San Antonio CCD DS 2008 Series 2013B	1,620,000	5.995%	97,118
Mt. San Antonio CCD DS 2013 Series A	12,320,000	5.995%	738,575
Mt. San Antonio CCD DS 2013 Series B	14,560,000	5.995%	872,861
Mt. San Antonio CCD DS 2008 Series 2015C	3,700,000	5.995%	221,812
Mt. San Antonio CCD DS 2015 Ref Bonds	3,290,000	5.995%	197,233
Mt. San Antonio CCD DS 2018 Series 2019A	265,125,000	5.995%	15,894,044
Mt. San Antonio CCD DS 2020 Ref Ser A	59,075,000	5.995%	3,541,502
Mt. San Antonio CCD DS 2008 Series 2020D	120,358,674	5.995%	7,215,412
Mt. San Antonio CCD DS 2008 Series 2020E	289,508,893	5.995%	17,355,840
School District:			
Azusa Unified 2002 Series 2007	27,855,339	1.400%	390,081
Azusa Unified Refund Bond 2002 Series 2011	7,875,000	1.400%	110,280
Azusa Unified 2014 Series A	24,135,000	1.400%	337,982
Azusa Unified Refund Bond 2016	7,376,550	1.400%	103,300
Azusa Unified 2014 Series B	250,000	1.400%	3,501
Azusa Unified 2014 Series C	20,525,000	1.400%	287,428
Azusa Unified Ref BDS Ser 2019	35,840,000	1.400%	501,896
Charter Oak Unified 2012 Series A	4,080,000	38.557%	1,573,118
Charter Oak Unified 2015 Ref Bonds	1,335,000	38.557%	514,733
Charter Oak Unified 2012 Series B	2,260,000	38.557%	871,384
Charter Oak Unified Ref 2017	4,065,000	38.557%	1,567,334
Charter Oak Unified 2012 Ser C	49,100,000	38.557%	18,931,391
Covina Valley Unified 2001 Series B	7,226,440	42.698%	3,085,557
Covina Valley Unified 2012 Series A	3,715,000	42.698%	1,586,236
Covina Valley Unified 2013 Ref Bonds	4,470,000	42.698%	1,908,608
Covina Valley Unified 2012 Series B	12,000,000	42.698%	5,123,779
Covina Valley Unified 2012 Series C	2,130,000	42.698%	909,471
Covina Valley Unified 2012 Series C	15,335,000	42.698%	6,547,762
Covina Valley Unified 2016 Ref Bonds	28,515,000	42.698%	12,175,379
Covina Valley Unified 2012 Series D	13,600,000	42.698%	5,806,949
Covina Valley Unified 2012 Series E	56,580,000	42.698%	24,158,617
Covina Valley Unified 2019 Ref BDS	47,850,000	42.698%	20,431,068
Subtotal overlapping debt			163,232,487
Total direct and overlapping debt			\$ 218,399,530

Amount Applicable to City of Covina



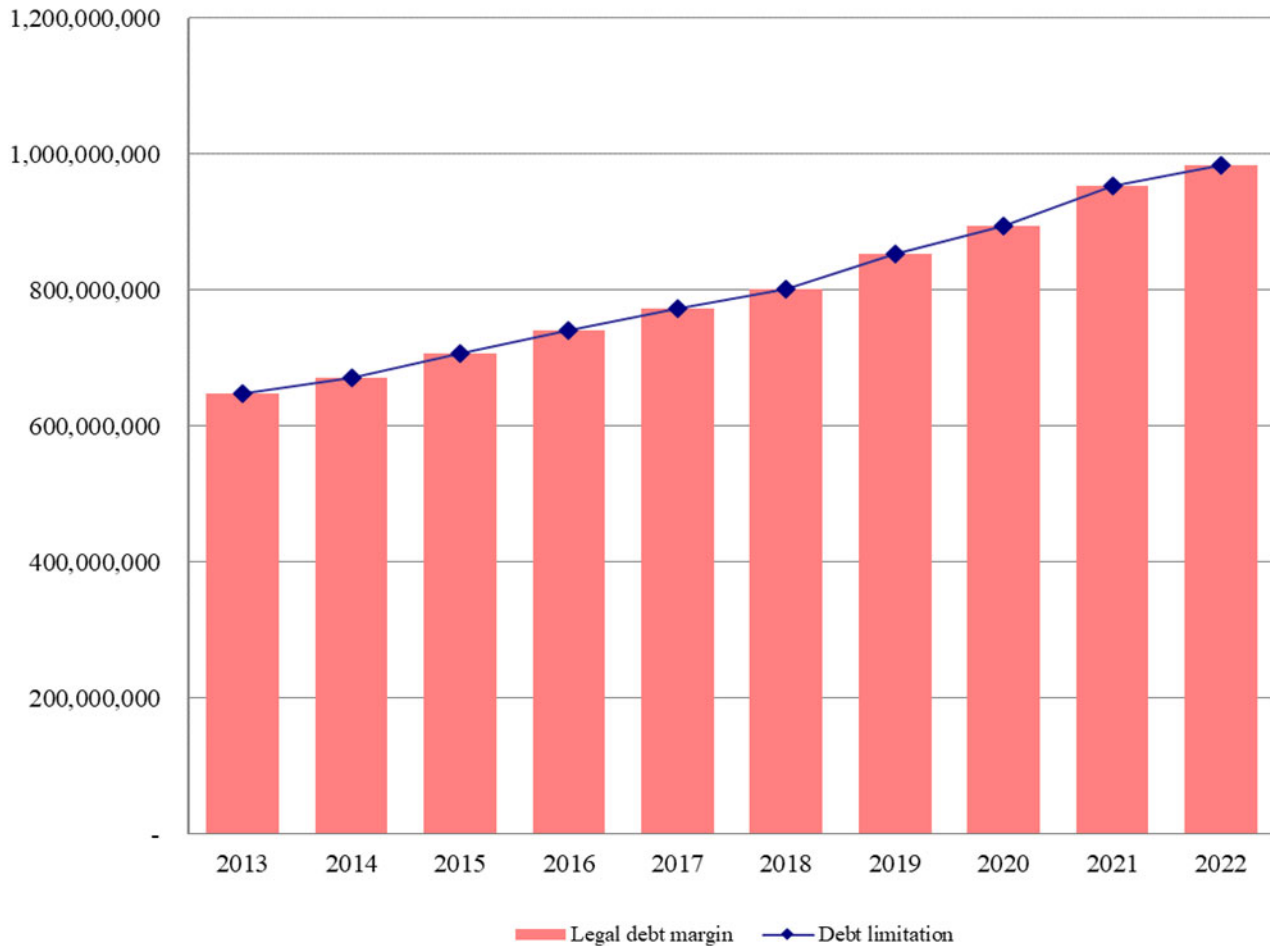
⁽¹⁾ Includes governmental activities debt reported in the Ratios of Outstanding Debt by Type on page 143.

⁽²⁾ The percentage of overlapping debt applicable is estimated by using taxable assessed values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable assessed value that is within the city's boundaries and dividing it by each unit's total taxable assessed value.

Source: Los Angeles County/Hdl Companies

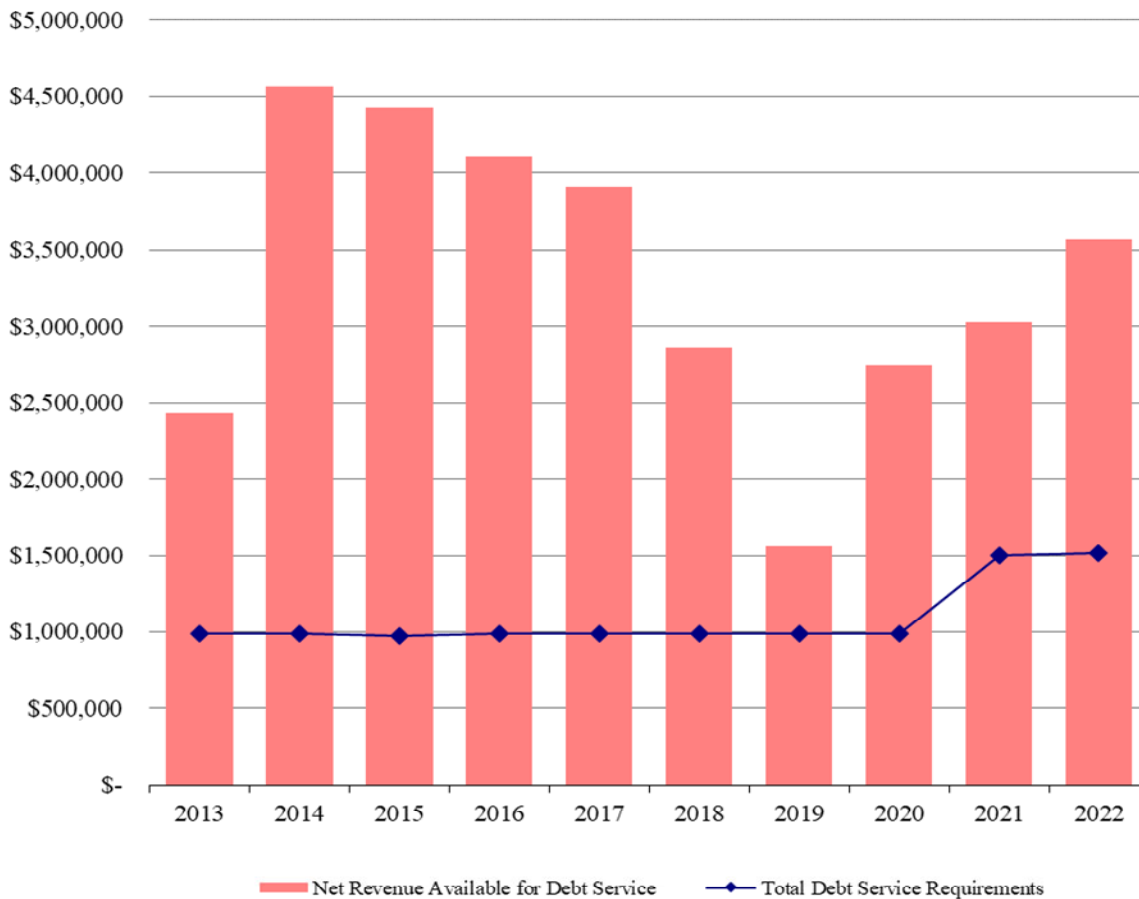
**CITY OF COVINA, CALIFORNIA
LEGAL DEBT MARGIN INFORMATION
LAST TEN FISCAL YEARS**

Fiscal Year	Assessed Valuations			Legal Debt Margin		
	Assessed Value	Add Exemptions	Total Assessed Value	Debt Limitation- 15% of Total Assessed Value	Total Debt Applicable to Limitation	Legal Debt Margin
2013	4,155,490,789	166,019,257	4,321,510,046	648,226,507	-	648,226,507
2014	4,297,836,936	171,312,269	4,469,149,205	670,372,381	-	670,372,381
2015	4,527,664,937	180,062,301	4,707,727,238	706,159,086	-	706,159,086
2016	4,759,518,971	183,697,385	4,943,216,356	741,482,453	-	741,482,453
2017	4,962,948,677	196,055,673	5,159,004,350	773,850,653	-	773,850,653
2018	5,252,918,662	91,194,219	5,344,112,881	801,616,932	-	801,616,932
2019	5,499,732,315	184,378,433	5,684,110,748	852,616,612	-	852,616,612
2020	5,813,838,744	149,727,735	5,963,566,479	894,534,972	-	894,534,972
2021	6,125,106,511	231,099,414	6,356,205,925	953,430,889	-	953,430,889
2022	6,363,134,513	200,232,342	6,563,366,855	984,505,028	-	984,505,028



**CITY OF COVINA, CALIFORNIA
PLEDGED-REVENUE BOND COVERAGE
WATER UTILITY FUND INSTALLMENT AGREEMENT AND REVENUE BONDS
LAST TEN FISCAL YEARS**

Fiscal Year	Gross Revenues ⁽¹⁾	Operating Expenses ⁽²⁾	Net Revenue Available for Debt Service	Debt Service Requirements			Coverage
				Principal	Interest	Total	
2013	10,933,333	8,501,999	2,431,334	250,000	740,263	990,263	2.46
2014	13,339,122	8,771,194	4,567,928	255,000	731,412	986,412	4.63
2015	11,350,293	6,924,720	4,425,573	265,000	710,708	975,708	4.54
2016	10,506,025	6,394,614	4,111,411	280,000	710,113	990,113	4.15
2017	11,148,725	7,238,966	3,909,759	290,000	698,713	988,713	3.95
2018	11,350,497	8,484,444	2,866,053	300,000	685,413	985,413	2.91
2019	9,876,708	8,319,258	1,557,450	315,000	671,613	986,613	1.58
2020	10,889,143	8,141,622	2,747,521	330,000	658,713	988,713	2.78
2021	11,805,889	8,774,975	3,030,914	933,307	569,062	1,502,369	2.02
2022	11,902,839	8,335,858	3,566,981	1,157,955	354,474	1,512,429	2.36

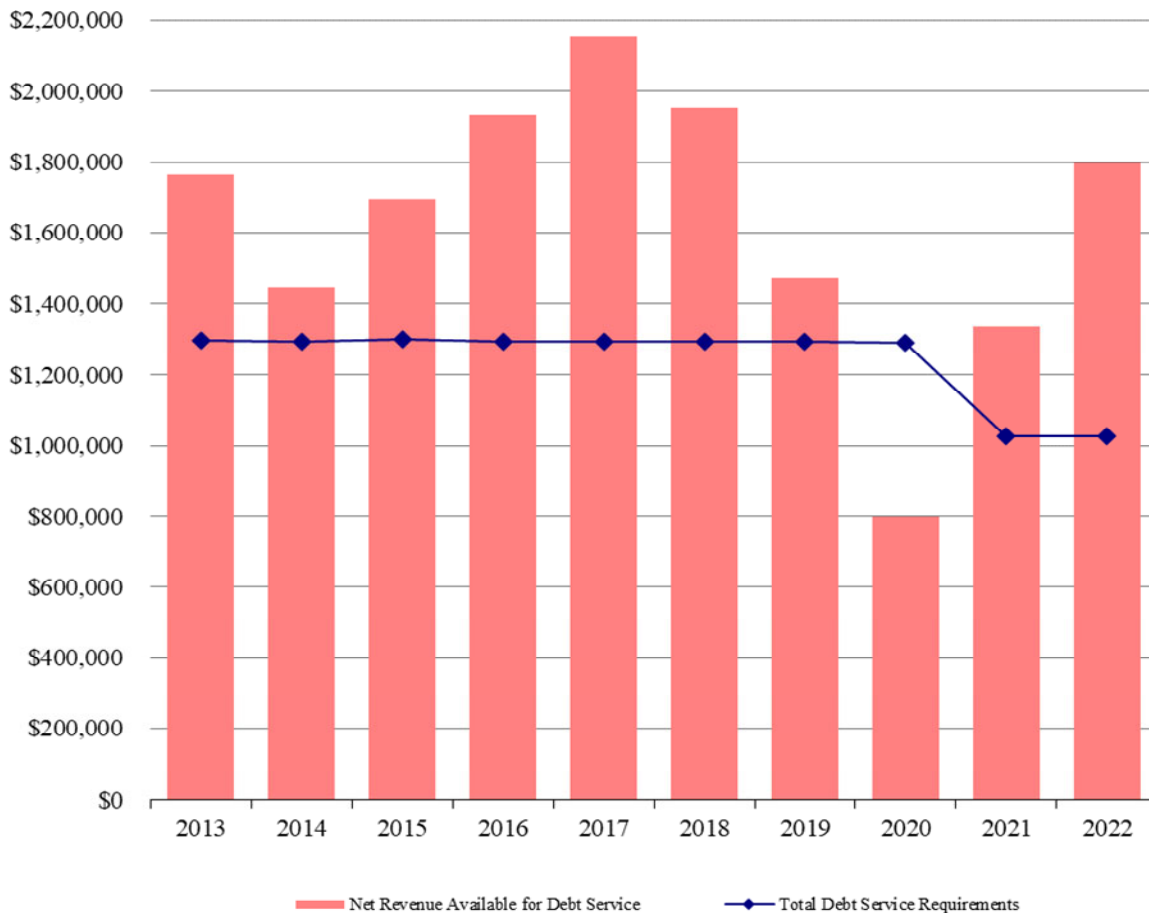


⁽¹⁾ Total revenues (including investment earnings) excluding joint venture investment income and gain on sale of capital assets.

⁽²⁾ Total operating expenses exclusive of depreciation.

**CITY OF COVINA, CALIFORNIA
PLEDGED-REVENUE BOND COVERAGE
SEWER FUND REVENUE BONDS
LAST TEN FISCAL YEARS**

Fiscal Year	Gross Revenues ⁽¹⁾	Operating Expenses ⁽²⁾	Net Revenue Available for Debt Service	Debt Service Requirements			Coverage
				Principal	Interest	Total	
2013	2,285,996	522,657	1,763,339	625,000	671,867	1,296,867	1.36
2014	2,229,571	784,732	1,444,839	640,000	656,056	1,296,056	1.11
2015	2,614,619	919,254	1,695,365	660,000	642,063	1,302,063	1.30
2016	2,720,240	785,109	1,935,131	675,000	619,781	1,294,781	1.49
2017	2,818,015	661,138	2,156,877	695,000	598,363	1,293,363	1.67
2018	2,967,675	1,013,663	1,954,012	720,000	574,469	1,294,469	1.51
2019	3,193,723	1,721,983	1,471,740	745,000	547,900	1,292,900	1.14
2020	3,166,964	2,367,418	799,546	895,000	397,205	1,292,205	0.62
2021	3,186,247	1,848,785	1,337,462	825,000	202,631	1,027,631	1.30
2022	3,325,666	1,529,927	1,795,739	840,000	186,054	1,026,054	1.75



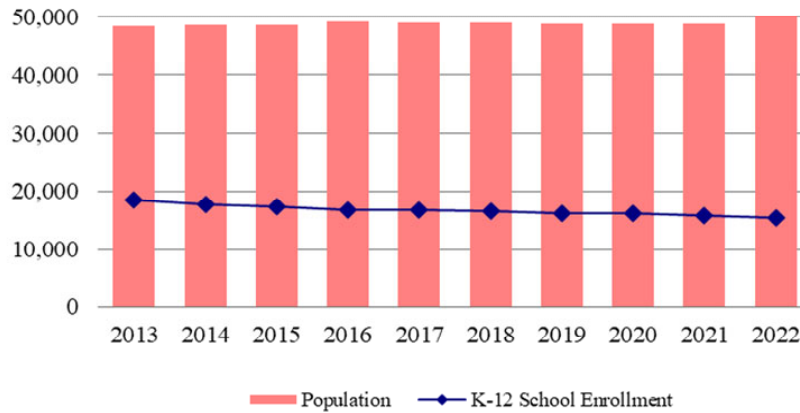
⁽¹⁾ Total revenues (including investment earnings) excluding gain on sale of capital assets.

⁽²⁾ Total operating expenses exclusive of depreciation.

CITY OF COVINA, CALIFORNIA DEMOGRAPHIC AND ECONOMIC STATISTICS

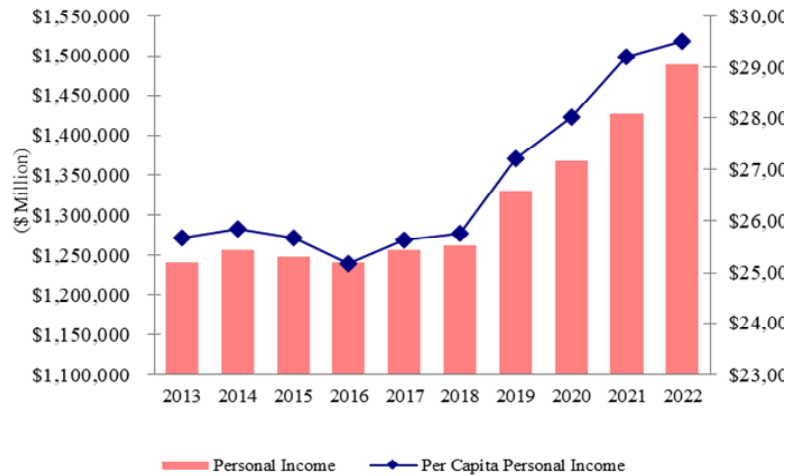
Last Ten Fiscal Years

Year	Population ⁽¹⁾	K-12 School Enrollment ⁽²⁾
2013	48,357	18,524
2014	48,619	17,864
2015	48,640	17,432
2016	49,291	16,860
2017	49,011	16,806
2018	49,006	16,627
2019	48,876	16,294
2020	48,846	16,200
2021	48,833	15,854
2022	50,449	15,453



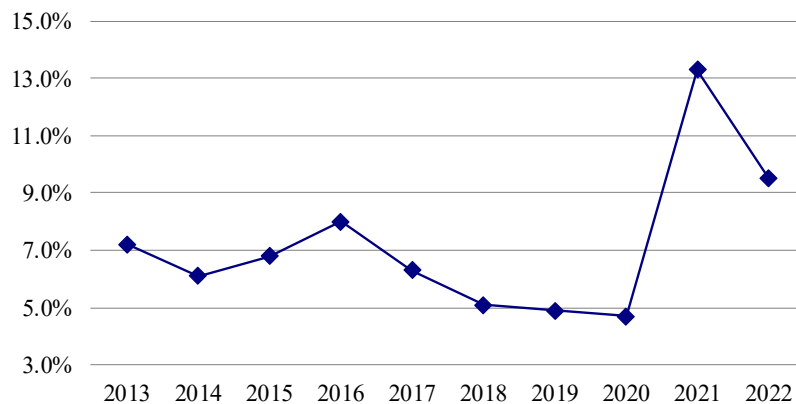
Last Ten Fiscal Years

Year	Personal Income ⁽³⁾ (\$ Thousand)	Per Capita Personal Income ⁽³⁾
2013	1,241,808	25,680
2014	1,256,801	25,850
2015	1,248,346	25,665
2016	1,240,869	25,174
2017	1,256,462	25,636
2018	1,262,424	25,760
2019	1,330,564	27,223
2020	1,368,680	28,020
2021	1,426,212	29,205
2022	1,488,896	29,512



Last Ten Fiscal Years

Year	Unemployment Rate ⁽⁴⁾
2013	7.2%
2014	6.1%
2015	6.8%
2016	8.0%
2017	6.3%
2018	5.1%
2019	4.9%
2020	4.7%
2021	13.3%
2022	9.5%



⁽¹⁾ State Department of Finance.

⁽²⁾ State Department of Education-Covina Valley and Charter Oak Unified School Districts.

⁽³⁾ HdL, Coren & Cone.

⁽⁴⁾ State Employment Development Department.

**CITY OF COVINA, CALIFORNIA
PRINCIPAL EMPLOYERS
AS OF JUNE 30, 2022**

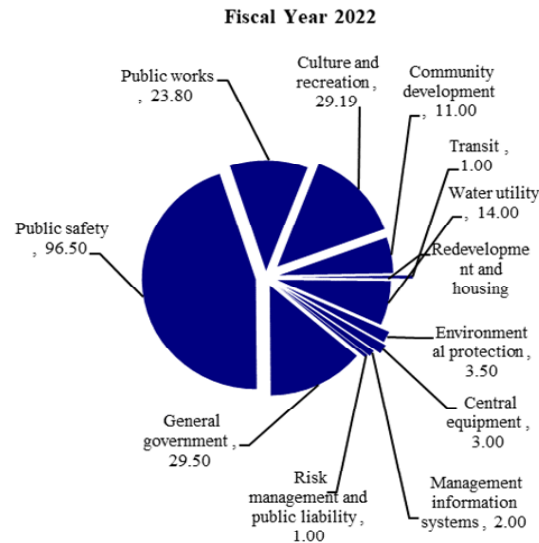
Employer	2022			2021		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Covina Valley Unified School District	1,316	1	8.72%	1,365	1	8.90%
Citrus Valley Health Partners-Intercommunity	924	2	6.12%	829	2	5.41%
Charter Oak Unified School District	668	3	4.43%	630	3	4.11%
Ikea U.S. West, Inc.	332	4	2.20%	325	5	2.12%
Wal-Mart	319	5	2.11%	265	6	1.73%
City of Covina	239	6	1.58%	244	7	1.59%
The Home Depot	238	7	1.58%	211	9	1.38%
Healthcare Partners Affiliates Medical Group	170	8	1.13%			
Bert's Mega Mall	150	9	0.99%			
Vitas Innovative Hospice Care	146	10	0.97%	221	8	1.44%
Charter Homehealth				535	4	3.49%
Composites Horizons LLC			0.00%	204	10	1.33%
	<u>4,502</u>		<u>29.83%</u>	<u>4,829</u>		<u>31.49%</u>

Source: City of Covina Finance Department, Covina Valley and Charter Oak School Districts and Citrus Valley Medical Center

CITY OF COVINA, CALIFORNIA
FULL-TIME EQUIVALENT CITY GOVERNMENT EMPLOYEES BY FUNCTION
LAST TEN FISCAL YEARS

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2022
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
General government	27.00	30.00	29.50	23.56	20.56	28.00	25.50	26.50	27.00	29.50
Public safety	91.00	94.00	94.50	99.50	100.50	112.00	99.50	98.50	98.50	96.50
Public works	28.00	25.50	26.50	19.50	19.50	25.00	21.80	21.80	22.80	23.80
Culture and recreation	65.50	57.00	56.50	43.18	43.41	30.94	21.95	22.47	21.93	29.19
Community development	2.50	6.00	5.00	14.50	16.50	7.00	6.50	7.50	9.50	11.00
Transit	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Redevelopment and housing	3.50	-	-	-	-	-	-	-	-	-
Water utility	12.00	10.00	12.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00
Environmental protection	3.50	2.50	3.50	3.75	3.75	4.00	3.50	4.00	4.00	3.50
Central equipment	4.50	4.00	4.50	5.50	5.50	3.00	3.00	3.00	3.00	3.00
Management information systems	4.50	5.00	5.50	6.00	6.00	1.00	-	2.00	2.00	2.00
Risk management and public liability	-	-	-	-	-	-	-	-	1.00	1.00
Total full-time equivalent positions	<u>243.00</u>	<u>235.00</u>	<u>238.50</u>	<u>230.49</u>	<u>230.72</u>	<u>225.94</u>	<u>196.75</u>	<u>200.77</u>	<u>204.73</u>	<u>214.49</u>

Source: Finance Department Budget



CITY OF COVINA, CALIFORNIA
OPERATING INDICATORS BY FUNCTION ⁽¹⁾
LAST TEN FISCAL YEARS

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General Government										
Finance:										
Payroll checks issued	6,961	7,038	7,694	7,569	7,369	7,566	7,811	7,557	7,264	7,295
Accounts payable checks issued	7,498	7,093	6,374	5,729	5,281	5,296	5,500	5,153	5,445	5,380
Purchase orders issued	921	707	506	538	453	440	461	465	474	811
Community Development Block Grant (CDBG):										
Seniors Served by Information and Referral Program	N/A	N/A	N/A	N/A	N/A	218	216	168	125	203
Seniors Served by Case Management Program	N/A	N/A	N/A	N/A	N/A	64	64	33	49	88
Seniors Served by Nutrition Program	N/A	N/A	N/A	N/A	N/A	127	132	307	115	239
Persons Served by Literacy Program	N/A	N/A	N/A	N/A	N/A	19	16	20	14	10
Persons Served by Job Training	13	14	12	-	-	5	3	14	12	13
Houses rehabilitated	3	6	4	3	2	1	-	-	-	-
Housing:										
Transitional House-Number of people served	18	14	17	17	22	11	14	13	21	27
Covenants-Monitoring affordable units	504	460	460	460	460	460	460	449	460	460
Public Safety										
Police:										
Physical arrests	2,805	2,322	2,987	2,038	676	3,005	2,746	2,406	2,534	2,204
Parking violations	12,603	10,831	9,367	8,380	10,062	3,035	8,955	12,678	15,301	18,167
Traffic violations	5,449	4,475	3,314	1,711	5,426	12,063	1,598	1,355	1,540	2,068
Fire:										
Number of calls answered	4,306	4,283	4,643	4,751	4,681	4,641	10,679	11,083	14,218	8,961
Inspections	2,319	2,279	2,279	1,389	2,583	1,472	2,843	2,383	1,964	2,415
Culture and Recreation										
Parks and Recreation:										
Leaders-in-Training participants	67	54	75	57	66	51	36	12	18	28
Youth sports participants	1,863	1,945	1,312	916	1,199	1,130	934	746	619	1,224
Leisure lifestyle classes participants	6,555	6,694	5,920	6,457	5,041	4,520	4,028	2,593	1,500	2,461
Cultural excursion program participants	543	489	580	565	595	406	468	326	150	397
Summer evening event attendees	25,000	25,000	25,000	25,000	16,975	17,170	10,100	9,200	1,500	3,827
Senior service participants (fee based)				3,202	2,296	1,036	1,248	939	364	727
Senior nutrition program meals served	15,539	16,565	18,336	14,641	12,798	11,642	11,628	19,088	33,758	31,248
Special events attendees	53,000	53,000	53,000	50,000	50,000	50,000	45,000	40,000	5,000	25,000
Special event participants										654
Aquatic participants	9,620	10,716	8,750	6,446	8,134	6,011	5,850	3,884	2,800	2,107
Day Camp Participants				745	842	682	580	402	2,800	375
Library:										
Circulation										
Books/Audiobooks/CD'S	126,668	127,254	111,236	102,019	100,913	99,434	97,548	67,451	10,564	46,050
DVD's	9,729	9,065	7,500	5,806	4,987	4,141	3,314	1,928	53	704
Toys				978	2,588	3,436	4,241	2,784	-	-
E-books						1,381	3,201	4,466	5,880	4,051
Total Circulation	134,993	136,319	118,736	108,803	108,488	108,392	108,303	76,629	16,587	50,805
Gate Count	230,478	222,129	206,514	194,182	189,432	189,021	187,098	120,381	1,273	50,750
Computer Services										
Number of hours	14,220	14,976	13,860	10,782	10,374	12,825	12,891	6,298	45	900
Number of users	18,156	20,772	18,751	13,946	13,190	19,848	19,581	10,323	83	1,620
Library Cards										
City Residents - Newly Issued	2,125	2,197	1,760	1,520	1,427	1,413	1,364	963	153	666
Non-City Residents - Newly Issued	2,682	2,713	2,118	1,679	1,594	1,257	1,198	865	106	788
Total Number of Current Library Cards	(2) 25,031	25,031	28,909	32,108	35,129	37,927	40,087	32,824	33,083	34,434
Library materials added										
Books	3,169	4,903	3,439	2,580	2,866	2,475	1,827	1,600	1,736	1,605
CDs	120	86	298	222	196	131	198	156	191	117
Audiobooks	115	159	128	88	83	129	87	54	70	22
DVD's	194	221	181	150	215	155	212	154	145	179
Toys				119	99	97	67	27	-	-
Total Materials Added	3,598	5,369	4,046	3,159	3,459	2,987	2,391	1,991	2,142	1,923
Library Programs/Services										
Storytime participants	2,339	2,060	1,397	1,756	1,649	1,542	1,662	1,317	592	390
Adult/Young Adult program participants	540	895	423	464	470	536	902	869	370	703
Children's program participants	1,582	3,222	3,014	4,264	5,351	7,343	7,264	5,171	1,034	1,085
Summer Reading Program participants	890	702	620	705	799	848	1,076	350	319	385
Joint Summer Reading program participants	1,006	1,079	1,079	811	1,153	1,468	1,818	1,806	-	-
Accelerated Reader (AR) Testing Program Participants							1,861	2,665	-	-
In-N-Out Cover-to-Cover Reading Program		181	202	240	252	274	244	366	-	252
Outreach (Class Visits on and off-site, number of participants)						546	1,227	591	50	-
Homework Help Tutors	16*	21*	12*	11	15	10	-	-	-	-
Homework Help Participants	1,410	1,120	738	997	529	418	-	-	-	-
Library volunteer hours ⁽³⁾	12,065	11,766	13,535	14,251	13,754	8,693	5,877	2,224	103	40

CITY OF COVINA, CALIFORNIA
OPERATING INDICATORS BY FUNCTION (CONTINUED) ⁽¹⁾
LAST TEN FISCAL YEARS

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Literacy										
Number of tutors	36	29	27	23	23	22	20	16	1	1
Number of adults served	105	101	97	79	79	92	83	81	22	27
Number of children served	40	52	37	31	39	43	44	31	-	-
Reference Questions										
Adult/Circulation	12,055	20,907	20,436	21,418	22,561	20,281	20,778	15,607	1,200	12,500
Childrens	6,885	8,862	6,918	6,650	5,738	7,839	8,312	6,090	-	-
Total Reference Questions	18,940	29,769	27,354	28,068	28,299	28,120	29,090	21,697	1,200	12,500
Planning										
Planning reviews	254	281	610	1,733	1,820	1,911	283	156	388	633
Permits issued	1,911	2,204	2,253	1,344	1,411	1,482	71	-	147	633
Inspections	416	471	531	192	230	242	-	-	-	633
Building										
Building reviews	350	450	503	1,362	561	792	820	842	1,040	254
Permits issued	1,060	1,599	1,658	3,494	1,514	894	3,927	3,290	4,598	4,852
Inspections	5,375	6,078	6,029	4,464	3,038	5,137	4,265	4,506	3,646	5,812
Transit										
Average daily parking customers (station & structure paid)	823	821	845	747	(2)	(2)	666	40	276	376
Average monthly parking customers (structure paid)					1,296	688	608	433	326	261
Dial-A-Cab participants (monthly average)	1,981	1,920	1,918	1,158	1,454	1,584	1,722	1,468	933	1,010
Subsidized bus passes (monthly average)	44	53	53	28	52	48	50	30	11	11
Code Enforcement										
Total Inspections	5,591	4,601	4,434	1,840	1,902	2,956	834	2,113	1,467	1,951
Signs removed from public right of way	661	1,053	1,083	522	233	153	294	278	113	71
Industrial Waste Inspections	133	724	413	1	2	220	176	138	375	343
Water Utility										
Average daily consumption (gallons)	5,048,319	5,125,309	4,450,897	3,944,447	4,398,752	5,000,000	5,760,000	3,600,000	3,168,176	4,666,365
Meter reads	102,768	106,430	103,851	103,490	(2)	2,291	(2)	2,061	4,252	2,532
Meter replacements	14	74	6	88	(2)	32	77	28	37	59
Consumer responses	7,975	4,765	12,703	5,805	(2)	350	590	727	208	276
Service line repairs	83	111	62	48	(2)	59	43	33	108	50
Main line repairs	57	38	34	45	(2)	49	70	69	49	82
Street Maintenance										
Traffic sign remove/replace/install	1,392	234	92	185	153	118	102	201	185	185
Potholes repaired	2,415	2,738	4,058	3,629	4,645	3,802	5,390	6,379	3,981	2,792
Curb painted (lf)	22,884	10,117	15,436	17,860	37,370	16,960	75,262	26,788	21,239	4,257
Utility cuts repaired	5	15	-	(2)	(2)	20	73	87	76	155
Trees trimmed	305	474	799	2,163	231	255	129	158	84	185
Equipment Maintenance										
Preventative maintenance service	536	475	492	367	325	284	291	302	288	241
Safety inspections	564	516	563	425	371	320	319	327	332	261
New Tires	145	127	122	82	117	98	121	115	102	102
Tire repairs	248	282	315	177	183	164	167	122	177	185
Work orders completed	1,194	1,043	1,345	829	681	631	646	657	771	696
Environmental Protection										
Refuse collected (tons/month)	2,242	2,222	2,334	2,363	2,482	2,450	2,416	1,825	2,991	2,809
Recyclables collected (tons/month)	188	188	188	192	185	162	162	200	351	431
Green waste collected (tons/month)	525	483	469	463	462	457	469	366	929	905
Compressed natural gas sold (gallon equivalents)	13,865	59,351	28,080	33,845	30,999	30,182	29,045	14,427	13,691.04	25,989.00

⁽¹⁾ Information provided by various departments

⁽²⁾ Information not available.

⁽³⁾ Combination of Homework Help volunteer hours and Total volunteer hours.

* Revised

**CITY OF COVINA, CALIFORNIA
CAPITAL ASSET STATISTICS BY FUNCTION ⁽¹⁾
LAST TEN FISCAL YEARS**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
General government										
Buildings-civic center	1	1	1	1	1	1	1	1	1	1
Public safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	26	24	23	23	20	20	20	21	22	22
Fire stations	3	3	3	3	3	3	3	3	3	3
Public works										
Arterial streets (miles)	35	35	35	35	35	35	35	47	47	47
Residential streets (miles)	82	82	81	87	81	81	81	80	80	80
Curb and gutter (miles)	240	240	240	230	230	230	230	230	230	230
Sidewalk (square feet)	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000	1,001,000
Traffic signals	60	60	60	65	65	65	65	70	70	71
Sanitary sewer (miles)	121	121	121	121	121	121	121	120	120	120
Storm water catch basins	82	82	82	82	71	112	112	112	112	112
Street trees	9,325	9,325	9,325	9,465	9,485	9,473	9,501	9,266	9,058	9,401
Parking structure (spaces)	125	125	125	110	110	110	110	110	110	110
Culture and recreation										
Parks and recreation:										
Park acreage	53	53	51	54	54	54	54	54	54	54
Parks	8	8	9	9	9	9	9	9	9	9
Horse-walking trails	1	1	1	1	1	1	1	1	1	1
Nature trails	1	1	1	1	1	1	1	1	1	1
Playground areas	8	8	8	9	9	9	9	9	9	9
Swimming pools	2	2	2	2	2	2	2	2	2	2
Softball fields	3	3	3	3	3	3	3	3	3	2
Baseball fields	3	3	3	3	3	3	3	3	3	3
Basketball courts	10	10	10	10	10	10	10	10	10	10
Roller hockey rinks	2	2	2	2	2	2	2	2	2	2
Tennis courts	3	3	3	3	3	3	3	3	3	3
Buildings and centers	12	12	12	13	13	13	13	13	13	13
Library buildings	1	1	1	1	1	1	1	1	1	1
Transit										
Parking structure (vehicle spaces)	655	655	655	665	665	665	665	663	663	663
Parking lot (secured bicycle spaces)	36	36	-	40	40	40	56	16	16	16
Transit vehicles	5	5	5	5	5	5	5	5	5	5
Housing										
Transitional housing	1	1	1	1	1	1	1	1	1	1
Water utility										
Water tanks	9	9	9	9	9	9	9	9	9	9
Pump stations	7	7	7	6	6	6	7	7	7	7
Water mains (miles)	102	102	102	102	102	102	102	102	111	111
Service meters	8,650	8,650	8,650	8,633	8,623	8,623	8,600	8,640	8,700	8,851
Fire hydrants	1,059	1,059	1,059	992	1,059	1,059	1,132	1,096	414	1,158

⁽¹⁾ Information provided by various departments for last nine fiscal years. There are no capital asset statistics available for community development and environmental protection.

⁽²⁾ Information not available.

CITY OF COVINA, CALIFORNIA CONTINUING DISCLOSURE WATER SYSTEM

Summary of Operations										
	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022
Water Purchased (in acre-feet)										
Covina Irrigating Company (CIC)	5,868.75	4,686.30	4,429.00	4,166.26	4,756.72	5,068.03	5,035.22	5,106.32	5,347.83	5,209.95
Three Valley Muni Water Dist(MWD)	238.50	1,427.10	931.00	467.20	198.00	62.70	-	-	151.00	23.50
Total Purchased	6,107.25	6,113.40	5,360.00	4,633.46	4,954.72	5,130.73	5,035.22	5,106.32	5,498.83	5,233.45
Potable Water Sold (in acre-feet)	5,479.33	5,738.46	4,986.00	4,418.34	4,508.53	4,909.82	4,720.74	4,620.64	4,825.99	4,647.69
Change from previous year	1.12%	4.73%	-13.11%	-11.39%	2.04%	8.90%	-3.85%	-2.12%	4.44%	-3.69%
Population	48,357	48,619	49,002	48,984	49,011	49,006	48,876	48,846	48,833	50,449
Cost of CIC Water \$/a-f	\$ 450.00	\$ 475.00	\$ 475.00	\$ 495.00	\$ 495.00	\$ 530.00	\$ 530.00	\$ 495.00	\$ 520.00	\$ 474.19
Cost of MWD Water \$/a-f	849.00	875.00	879.41	906.76	981.67	987.00	987.00	987.00	1,098.00	1,119.10
Number of Water Accounts⁽¹⁾	8,583	8,635	8,550	8,638	8,642	8,656	8,701	8,506	8,524	8,821

Water System Fund Revenues and Expenses ⁽²⁾										
	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022
Operating Revenue										
Charges for Services	10,902,689	13,337,157	10,896,780	10,436,434	11,011,015	11,138,975	9,586,220	10,673,985	11,681,271	11,823,907
Operating Expenses										
Source & supply	3,325,059	3,944,941	3,146,588	2,707,841	2,849,099	3,190,768	3,116,482	3,067,435	3,561,787	3,202,530
Production & storage	645,858	497,422	556,304	911,509	1,072,317	2,224,760	928,941	1,093,228	1,155,010	1,222,831
Transmission & distribution	1,531,620	1,394,900	1,732,307	613,017	1,604,822	1,790,159	1,096,437	1,535,521	1,046,562	1,613,450
Customer acct & collections	1,182,150	1,082,024	1,061,295	1,363,414	1,474,373	1,347,476	1,304,399	906,296	603,793	548,231
Administrative & general	835,384	904,636	638,819	798,833	238,355	(68,719)	1,872,999	1,539,142	2,407,823	1,748,816
Depreciation	779,081	867,235	957,051	953,511	964,403	1,006,332	1,131,906	1,276,414	1,443,409	1,504,189
Total Operating Expenses	8,299,152	8,691,158	8,092,364	7,348,125	8,203,369	9,490,776	9,451,164	9,418,036	10,218,384	9,840,047
Net Revenues	2,603,537	4,645,999	2,804,416	3,088,309	2,807,646	1,648,199	135,056	1,255,949	1,462,887	1,983,860
2010 Bond Installment Payments	990,262	986,413	710,708	990,113	988,713	985,413	986,613	988,713	802,627	1,512,429
2020 BBVA Installment Payments									699,742	56,842
Coverage	2.63	4.71	3.95	3.12	2.84	1.67	0.14	1.27	0.97	1.26

Water Rates ⁽¹⁾										
	6/30/2017	6/30/2018	6/30/2019	6/30/2020		6/30/2021	6/30/2022	6/30/2023*		
Minimum Charge:					Monthly Service Charge:					
5/8" & 3/4"	\$ 33.24	\$ 33.24	\$ 33.24	\$ 33.24	5/8" and 3/4"	\$ 36.22	\$ 37.67	39.18		
1"	49.44	49.44	49.44	49.44	1"	56.74	59.01	61.38		
1-1/2"	76.43	76.43	76.43	76.43	1-1/2"	103.65	107.80	112.12		
2"	115.15	115.15	115.15	115.15	2"	162.30	168.80	175.56		
3"	215.92	215.92	215.92	215.92	3"	349.95	363.95	378.51		
4"	359.84	359.84	359.84	359.84	4"	622.64	647.55	673.46		
6"	719.70	719.70	719.70	719.70	6"	1,376.19	1,431.24	1488.49		
8"					Monthly Fire Line Service Charge:					
Charge per hundred cubic feet (hcf):					2"	20.09	20.90	21.74		
Single Family (0-16 ccf)	2.71	2.71	2.71	2.71	3"	45.24	47.05	48.94		
Single Family (17+ ccf)	3.02	3.02	3.02	3.02	4"	88.60	92.15	95.84		
Multi-Family (0-12 ccf)	2.71	2.71	2.71	2.71	6"	244.24	254.01	264.18		
Multi-Family (13+ ccf)	2.96	2.96	2.96	2.96	8"	512.69	533.20	554.53		
Commercial/Institutional	3.16	3.16	3.16	3.16	10"	916.49	953.15	991.28		
Industrial/Manufacturing	2.74	2.74	2.74	2.74	Consumption Rates:					
Irrigation/Landscaping	3.16	3.16	3.16	3.16	Single Family					
City/Miscellaneous	2.75	2.75	2.75	2.75	Tier 1 (0-14 ccf)	2.86	2.98	3.10		
Capital Improvements Projects Fee:					Tier 2 (15+ ccf)	3.36	3.50	3.64		
5/8" & 3/4"	2.54	2.54	2.54	2.54	Multi-Family					
1"	6.36	6.36	6.36	6.36	Uniform Rate	2.99	3.11	3.24		
1-1/2"	12.72	12.72	12.72	12.72	Commercial/Institutional	3.01	3.14	3.27		
2"	32.55	32.55	32.55	32.55	Industrial/Manufacturing	3.01	3.14	3.27		
3"	61.03	61.03	61.03	61.03	Irrigation/Landscaping	3.05	3.18	3.31		
4"	101.71	101.71	101.71	101.71	City/Miscellaneous	3.01	3.14	3.27		
6"	203.43	203.43	203.43	203.43	Construction	3.10	3.23	3.36		
8"										
Private Fire Standby Service:										
4"	21.71	21.71	21.71	21.71						
6"	63.09	63.09	63.09	63.09						
8"	134.46	134.46	134.46	134.46						
10"	241.80	241.80	241.80	241.80						

* Information presented is current as of 1/12/23

Largest Water Accounts ⁽¹⁾						
Customer	Type of Business	Consumption (in acre-feet)	% of total consumption	Revenue	% of total water sales	
Covina School District	Governmental	107.59	2.31%	\$208,890.51	1.75%	
Inter-Comm Health SVC	Commercial	103.75	2.23%	\$190,409.55	1.59%	
Covina 023-Woods 206 LP	Multiple Family	69.56	1.50%	\$150,069.50	1.26%	
Charter Oak Unified School Dist	Governmental	48.58	1.05%	\$76,991.12	0.64%	
Miracle Mile Properties LP	Multiple Family	37.30	0.80%	\$61,845.98	0.52%	
Lvgem Hotel Corporation	Commercial	29.33	0.63%	\$47,995.53	0.40%	
Spruell, Rosario O.	Multiple Family	24.10	0.52%	\$44,834.36	0.38%	
Gref GG Eastland Center L.P.	Commercial	19.51	0.42%	\$48,103.73	0.40%	
Sonrise Christian School	Commercial	19.44	0.42%	\$37,824.17	0.32%	
Covina Pines HOA	Multiple Family	17.39	0.37%	\$36,998.13	0.31%	
TOTALS		476.55	10.25%	\$ 903,963	7.57%	
GRAND TOTAL CONSUMPTION		4,647.69		GRAND TOTAL SALES	\$ 11,938,813	

(1) Information obtained from Water information system

(2) Information obtained from Covina Comprehensive Annual Financial Report

**CITY OF COVINA, CALIFORNIA
CONTINUING DISCLOSURE
WASTEWATER SYSTEM**

	Sewer Fund Revenues and Expenses									
	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022
<u>Operating Revenue</u>										
Special Assessments	2,263,321	2,213,642	2,596,318	2,683,503	2,760,749	2,833,092	2,923,535	2,905,488	3,093,941	3,277,343
<u>Operating Expenses</u>										
General & Administrative	522,657	784,732	919,254	785,109	661,138	1,013,663	1,721,983	2,367,418	1,848,785	1,529,927
Depreciation	42,314	110,795	167,735	167,735	167,735	167,735	168,680	179,627	225,865	288,962
Total Operating Expenses	564,971	895,527	1,086,989	952,844	828,873	1,181,398	1,890,663	2,547,045	2,074,650	1,818,889
Net Revenues	1,698,350	1,318,115	1,509,329	1,730,659	1,931,876	1,651,694	1,032,872	358,443	1,019,291	1,458,454
2009 Bond Installment Payments	1,296,869	1,296,056	1,298,981	1,294,781	1,293,363	1,294,469	1,292,900	266,966		
2019 Ref Bond Installment Payments								1,025,239	1,027,631	1,026,054
2021 Pension Obligation Bonds										18,968
Coverage	1.31	1.02	1.16	1.34	1.49	1.28	0.80	0.28	0.99	1.40
	Sewer Rates ⁽¹⁾									
	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022		
	10.36	10.57	10.88	11.21	11.45	11.45	11.45	11.45		

⁽¹⁾ Monthly Rates

INDEPENDENT ACCOUNTANTS' REPORT
ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT WORKSHEET NO. 6

CITY OF COVINA, CALIFORNIA
AGREED-UPON PROCEDURES
APPROPRIATIONS LIMIT WORKSHEET NO. 6
YEAR ENDED JUNE 30, 2022



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**INDEPENDENT ACCOUNTANTS' REPORT
ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT WORKSHEET NO. 6**

Honorable Mayor and
Members of the City Council
of the City of Covina
Covina, California

We have performed the procedures enumerated below on the accompanying Appropriations Limit Worksheet No. 6 of the City of Covina, California, (the "City") for the year ended June 30, 2022. The City's management is responsible for the Appropriations Limit Worksheet No. 6.

The City and the League of California Cities (as presented in the League publication entitled "Article XIII-B Appropriations Limit Uniform Guidelines") have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

- a. We obtained the completed Appropriations Limit Worksheet No. 6 for the year ended June 30, 2022 and compared the limit and annual adjustment factors included in that worksheet to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned worksheet to those that were selected by a recorded vote of the City Council.

No exceptions were noted as a result of our performing this procedure.

- b. For the Appropriations Limit Worksheet No. 6, we added last year's limit to the total adjustments, and compared the resulting amount to this year's limit. We also recalculated the adjustment factor and the adjustment for inflation and population, and compared the results to the amounts on Worksheet No. 6.

No exceptions were noted as a result of our performing this procedure.

- c. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit Worksheet No. 6 to the prior year appropriations limit adopted by the City Council for the prior year.

No exceptions were noted as a result of our performing this procedure.

City Council
City of Covina
Covina, California

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the accompanying Appropriations Limit Worksheet No. 6. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City of Covina, California and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Irvine, California
August 18, 2022

CITY OF COVINA
APPROPRIATIONS LIMIT WORKSHEET NO. 6
YEAR ENDED JUNE 30, 2022

Appropriations Limit for Fiscal Year Ended June 30, 2021 (see Note 2) \$ 110,846,485

Adjustments Factors for the Fiscal Year Ended June 30, 2022 (see Note 2):

	Inflation Factor (Note 3)	Population Factor (Note 4)	Combined Factor	
	1.0573000	0.9911000	1.04790000	x 0.04790
Adjustment for Inflation and Population				5,309,547
Other Adjustments (Note 5)				-
Total Adjustments				5,309,547
Appropriations Limit for Fiscal Year Ended June 30, 2022				\$ 116,156,032

CITY OF COVINA
NOTES TO APPROPRIATIONS LIMIT WORKSHEET NO. 6
JUNE 30, 2022

NOTE 1 PURPOSE OF LIMITED PROCEDURES REVIEW

Under Article XIII B of the California Constitution (the Gann Spending Limitation Initiative), California governmental agencies are restricted as to the amount of annual appropriations from proceeds of taxes. Effective for years beginning on or after July 1, 1990, under Section 1.5 of Article XIII B, the annual calculation of the appropriations limit is subject to a limited procedures review in connection with the annual audit.

NOTE 2 METHOD OF CALCULATION

Under Section 10.5 of Article XIII B, for fiscal years beginning on or after July 1, 1990, the appropriations limit is required to be calculated based on the limit for the fiscal year 1986-87, adjusted for the inflation and population factors discussed at Notes 3 and 4 below.

NOTE 3 INFLATION FACTORS

A California governmental agency may adjust its appropriations limit by either the percentage change in California per capita personal income from the preceding year (which is supplied by the State Department of Finance), or the percentage change in the local assessment roll from the preceding year due to the change of local nonresidential construction. The factor adopted by the City of Covina (the "City") for fiscal year 2021-2022 represents the percentage change in California per capita personal income from the preceding year.

NOTE 4 POPULATION FACTORS

A California governmental agency may adjust its appropriations limit by either the annual percentage change of the jurisdiction's own population, or the annual percentage change in population in the County where the jurisdiction is located. The factor adopted by the City for fiscal year 2021-2022 represents the annual percentage change in the population in the County where the City is located.

NOTE 5 OTHER ADJUSTMENTS

A California governmental agency may be required to adjust its appropriations limit when certain events occur, such as the transfer of responsibility for municipal services to, or from, another governmental agency or private entity. The City had no such adjustments for the year ended June 30, 2022.



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CITY OF COVINA, CALIFORNIA
SINGLE AUDIT OF FEDERALLY ASSISTED
GRANT PROGRAMS

JUNE 30, 2022



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**CITY OF COVINA
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JUNE 30, 2022**

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and
Members of the City Council
of the City of Covina
Covina, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Covina (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise City's basic financial statements, and have issued our report thereon dated March 15, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph in this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and responses as item 2022-001 that we consider to be a material weakness.

Honorable Mayor and
Members of the City Council
of the City of Covina



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Covina's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Irvine, California
March 15, 2023



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND
REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

Honorable Mayor and
Members of the City Council
of the City of Covina
Covina, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Covina's (the City) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the City's major federal program for the year ended June 30, 2022. The City's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended June 30, 2022.

Basis for Opinion on Each Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the *Auditors' Responsibilities for the Audit of Compliance* section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Honorable Mayor and
Members of the City Council
of the City of Covina

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omission, misrepresentations, or override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Honorable Mayor and
Members of the City Council
of the City of Covina

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We have issued our report thereon, dated March 15, 2023 which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



CliftonLarsonAllen LLP

Irvine, California
March 15, 2023

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND SCHEDULE OF FINDINGS AND QUESTIONED COSTS

CITY OF COVINA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended June 30, 2022

Federal Grantor / Pass - Through Grantor / Program / Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures	Passed Through to Subrecipients
<u>U.S. Department of Housing and Urban Development</u>				
Passed through Los Angeles County:				
Community Development Block Grant - Entitlement Grants Cluster:				
Community Development Block Grant	14.218	601875-21	\$ 42,500	\$ 42,500
Community Development Block Grant	14.218	D96153-21	13,365	-
Community Development Block Grant	14.218	601181-21	9,971	-
Community Development Block Grant	14.218	601198-21	9,887	9,887
Community Development Block Grant	14.218	601194-21	9,999	9,999
Subtotal Community Development Block Grant - Entitlement Grants Cluster:			85,722	62,386
Passed through Los Angeles County:				
Section 108 Loan	14.218	None	188,796	-
Total United States Department of Housing and Urban Development			274,518	62,386
<u>United States Department of Justice</u>				
Direct Assistance:				
Bulletproof Vest Partnership Program	16.607	N/A	3,864	-
Public Safety Partnership and Community Policing Grants	16.710	N/A	102,840	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	N/A	22,111	-
Total United States Department of Justice			128,815	-
<u>United States Department of Transportation</u>				
Passed through California Department of Transportation (CalTrans):				
Highway Planning and Construction Cluster:	20.205	None	250,000	-
Total United States Department of Transportation			250,000	-
<u>United States Department of Treasury</u>				
Passed through the State of California:				
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	None	3,178,942	-
Passed through State Water Resources Control Board:				
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	CA1910127-01	291,824	-
Total United States Department of Treasury			3,470,766	-
<u>Institute of Museum and Library Services</u>				
Passed through the California State Library:				
Grants to States	45.310	59-0300-0-1-503	54,392	-
Total Institute of Museum and Library Services			54,392	-
<u>United States Department of Education</u>				
Passed through the California Department of Education:				
Adult Education - Basic Grants to States	84.002	V002A130005	13,452	-
Total United States Department of Transportation			13,452	-
TOTAL EXPENDITURES OF FEDERAL AWARDS			\$ 4,191,943	\$ 62,386

See accompanying notes to schedule of expenditures of federal awards.

CITY OF COVINA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2022

1. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) include the federal award activities of the City of Covina, California (the City), under programs of the federal government, as well as federal financial assistance passed through other government agencies for the year ended June 30, 2022. The information in the Schedule of Expenditures of Federal Awards (SEFA) is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule present only a selected portion of the operations of the City, they are not intended to, and do not, present the financial statements of the City. The City's reporting entity is defined in Note 1 of the notes to the City's financial statements.

2. BASIS OF ACCOUNTING

The accompanying Schedule is presented using the modified accrual basis of accounting for governmental funds and the accrual basis for proprietary funds, which is described in the Note 1 of the notes to the City's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance for all awards. The information in the SEFA is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in the SEFA may differ from amounts presented in, or used in the preparation of, the basic financial statements. Pass-through entity identifying numbers are identified where available.

3. INDIRECT COST RATE

The City has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

4. CONTINGENCIES

Under the terms of federal grants, additional audits may be requested by the grantor agencies and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to a request for reimbursement to the grantor agencies.

CITY OF COVINA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2022

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Unmodified
2. Internal control over financial reporting:
 - Material weakness(es) identified? x yes no
 - Significant deficiency(ies) identified? yes x none reported
3. Noncompliance material to financial statements noted? yes x no

Federal Awards

1. Internal control over major federal programs:
 - Material weakness(es) identified? yes x no
 - Significant deficiency(ies) identified? yes x none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? yes x no

Identification of Major Federal Programs

Assistance Listing Number(s)

21.027

Name of Federal Program or Cluster

COVID-19 Coronavirus State and Local Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

 yes x no

**CITY OF COVINA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2022**

Section II – Financial Statement Findings

2022 – 001

Type of Finding: Material Weakness in Internal Control over Financial Reporting

Condition: During our audit a material audit adjustment was required to adjust unearned revenue by reclassifying revenue to unearned for the Other Grants Special Revenue Fund and the ARPA Special Revenue Fund.

Criteria or specific requirement: The City is required to produce financial statements that are free of material misstatements.

Effect: Prior to the audit adjustment being recorded, the City's financial statements were materially misstated.

Cause: The City's internal controls over financial statement close and reporting did not operate as designed.

Recommendation: We recommend that the City review its internal control procedures over financial statement close and reporting to ensure that they operate as designed.

Views of responsible officials and planned corrective actions: Management agrees with this finding. Grant funding received in a year prior to the expenditure must be recorded as unearned. The programs that required reclassification were both new, which contributed to the oversight. To ensure correct reporting in the future, procedures have been updated and communicated to staff. This includes a more thorough review of all funds, including those that are newly developed.

Section III – Findings and Questioned Costs – Major Federal Programs

Our audit did not disclose any matters required to be reported in accordance with 2 CFR 200.516(a).

**CITY OF COVINA
SUMMARY SCHEDULE OF PRIOR-YEAR FINDINGS
YEAR ENDED JUNE 30, 2022**

Section I – Financial Statement Findings

Finding 2021-001 – Capital Assets

Condition: The City received land in exchange of development fees in the amount of \$994,212 in prior years which was not recorded as an asset on the general ledger.

Status: Corrected.

Section II – Findings and Questioned Costs – Major Federal Programs

There were no findings and questioned costs related to major federal programs in the prior year.



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The Honorable City Council
of the City of Covina
Covina, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Covina as of and for the year ended June 30, 2022, and have issued our report thereon dated March 15, 2023. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit in our engagement agreement dated June 15, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings or issues

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Covina are described in Note 1 to the financial statements.

As described in Note 1, the entity changed accounting policies related to leases by adopting Statement of Governmental Accounting Standards Board (GASB Statement) No.87, *Leases*, effective July 1, 2021. Accordingly, the accounting change has been applied to the beginning of the period of adoption.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The annual required contributions, pension expense, net pension liability and corresponding deferred outflows of resources and deferred inflows of resources for the City's public defined benefit plans with CalPERS are based on actuarial valuations provided by CalPERS.
- The OPEB actuarially determined contribution, OPEB expense, total OPEB liability, and corresponding deferred outflows of resources and deferred inflows of resources for the City's OPEB plan are based on certain actuarial assumptions and methods prepared by an outside consultant.

- The claims payable for worker's compensation and general liabilities are based on estimates by an actuary.

We evaluated the key factors and assumptions used to develop the above estimates in determining they are reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- The disclosure of the retirement commitments reported in Note 10 to the financial statements
- The disclosure of the risk management reported in Note 12 to the financial statements
- The disclosure of the OPEB commitments reported in Note 17 to the financial statements

The financial statement disclosures are neutral, consistent, and clear.

Significant unusual transactions

We identified no significant unusual transactions.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Corrected misstatements

A material misstatement related to unearned revenue was detected as a result of audit procedures and were corrected by management.

Disagreements with management

For purposes of this communication, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Circumstances that affect the form and content of the auditors' report

As previously communicated to you, the report was modified to include a change of accounting principle related to the City's adoption of GASB 87, *Leases*.

Management representations

We have requested certain representations from management that are included in the management representation letter dated March 15, 2023.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the entity’s financial statements or a determination of the type of auditors’ opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other audit findings or issues

We have provided a separate communication to you dated March 15, 2023, communicating internal control related matters identified during the audit.

Required supplementary information

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management’s responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

Supplementary information in relation to the financial statements as a whole

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements.

We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated March 15, 2023.

With respect to the combining fund financial statements, and the individual budgetary schedules (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated March 15, 2023.

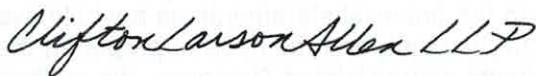
Other information included in annual reports

Other information (financial or nonfinancial information other than the financial statements and our auditors' report thereon) is being included in your annual report and is comprised of the introductory and statistical sections. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information included in your annual report and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Our auditors' report on the financial statements includes a separate section, "Other Information," which states we do not express an opinion or any form of assurance on the other information included in the annual report. We did not identify any material inconsistencies between the other information and the audited financial statements.

* *

This communication is intended solely for the information and use of the City Council and management of the City of Covina and is not intended to be, and should not be, used by anyone other than these specified parties.



CliftonLarsonAllen LLP

Irvine, California
March 15, 2023



CC Regular Meeting AGENDA ITEM REPORT

Meeting: March 21, 2023

Title: Consideration of Resolutions CC 2023-18, CC 2023-19 & CC 2023-20, Authorizing Annexation of Territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 33) & to Call and Hold a Special Election- 671 E. Puente St.

Presented by: Brian K. Lee, Director of Community Development

Recommendation:

1. City Council to open the public hearing and consider public testimony and close the public hearing; and
2. Adopt Resolution CC 2023-18, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 33) and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and
3. Adopt Resolution CC 2023-19, calling a special election and submitting to the voters of Annexation No. 33 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 33 to finance public services, and the establishment of an appropriations limit; and
4. Adopt Resolution CC 2023-20 making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 33.

EXECUTIVE SUMMARY:

At the February 7, 2023, City Council meeting, the Council adopted the boundary map showing territory proposed to be annexed as Annexation No. 33, and declared its intention to authorize the annexation of that territory to Community Facilities District (CFD) No. 2007-1 (Public Services).

The purpose of the CFD is to finance the public safety and park services that are provided to the territory within the District beyond that provided by the City generally. In Fiscal Year 2023-2024, it has been determined that the cost of these services, for each additional single-family residential home, will be \$832.14 per year. This program has been conceived with the intention that all future residential development, which results in a net increase of non-exempted residential units, would be required to annex to the CFD. The project at 671 E. Puente Street, Covina will have a total of one (1) single-family residential unit. The special tax will be applicable to one (1) single-family residential unit in Annexation No. 33.

DISCUSSION:

The purpose of the public hearing is to 1) authorize the annexation of territory to the CFD (Annexation No. 33); 2) call and hold an election of property owners within the CFD, and 3) authorize the levy of a special tax within Annexation No. 33 to the CFD. The related resolutions are hereby presented to the City Council, pursuant to the Conditions of Approval for one (1) single-family residential unit to be built at 671 E. Puente Street, Covina, California.

Pursuant to the Conditions of Approval for development of a single-family development at 671 E. Puente Street, Covina, the applicant agreed to annex to the CFD, or to pay an in lieu fee based on the financial impact on Police, Fire, Emergency, and Parks services. The builder opted to annex into the CFD. Under the proposed CFD, in Fiscal Year 2023-2024, any newly constructed, non-exempted single-family residential unit is charged \$832.14 per year for the following services: police, fire protection and suppression, paramedic services, and park maintenance. This Special Tax appears on the annual Property Tax bill for each unit. The Special Tax authorized

by the CFD shall be levied on all units for which building permits were issued on or before May 1 of the preceding fiscal year.

FISCAL IMPACT:

The “Special Tax” authorized by the proposed Community Facilities District (CFD) will generate \$832.14 annually, based on one (1) single-family residential unit at the FY 2023-2024 tax rate of \$832.14 per single-family unit and will be deposited to Account No. 2740-4800-45800. The Special Tax shall be used to pay for the following additional services in the District: police, fire protection and suppression, paramedic services, and park maintenance. The Special Tax will increase annually by the greater of two percent (2.00%), or the percentage change in the Consumer Price Index.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Staff has determined that the annexation of the does not constitute a “project” under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15378(b)(4) because such annexation involves the creation of a government funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Respectfully submitted,



Brian K. Lee
Director of Community Development

Report Approval Details

Document Title:	Annexation No. 33 - 671 E. Puente Street, Covina.docx
Attachments:	<ul style="list-style-type: none">- Attachment A - CFD Annexation 33 Map.pdf- Attachment B - Resolution CC 2023-18 Annex. 33.doc- Attachment C - Resolution CC 2023-19 Annex. 33.doc- Attachment D - Resolution CC 2023-20 Annex. 33.docx
Final Approval Date:	Mar 16, 2023

This report and all of its attachments were approved and signed as outlined below:

Brian Lee

Anita Agramonte

No Signature - Task assigned to Fabian Velez was completed by workflow administrator Evelyn Leach

Fabian Velez

Chris Marcarello

ANNEXATION MAP NO. 33
COMMUNITY FACILITIES DISTRICT NO. 2007-1
(PUBLIC SERVICES)

CITY OF COVINA
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS _____
DAY OF _____, 202__.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING
PROPOSED BOUNDARIES OF ANNEXATION NO. 33 TO
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC
SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, WAS APPROVED BY THE CITY
COUNCIL OF THE CITY OF COVINA AT A REGULAR
MEETING THEREOF, HELD ON THE _____ DAY OF
_____, 202__, BY ITS RESOLUTION NO.
_____.

FABIAN VELEZ, DEPUTY CITY CLERK
CITY OF COVINA

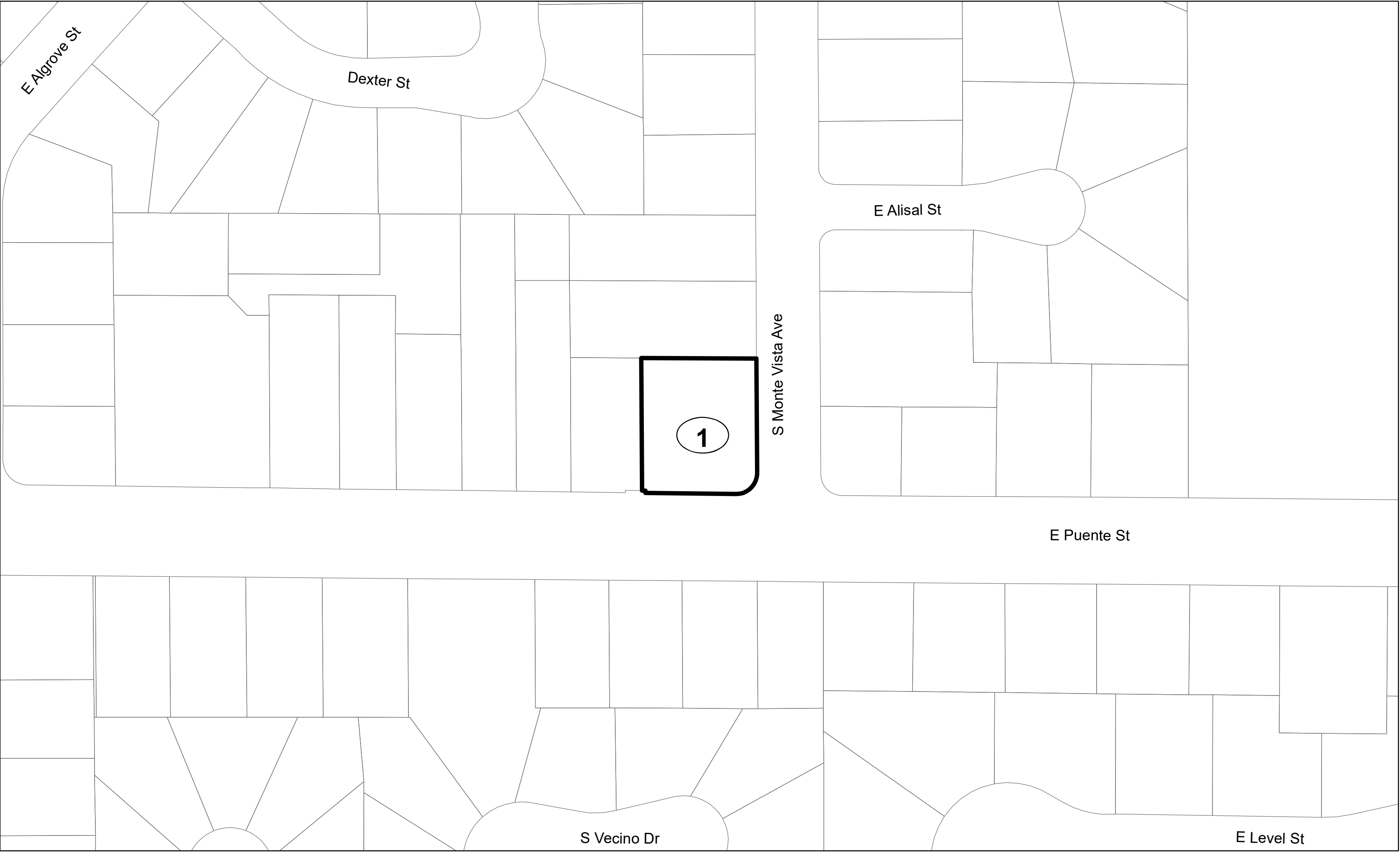
FILED THIS _____ DAY OF _____, 202__, AT THE
HOUR OF _____ O'CLOCK __.M. IN THE BOOK _____
OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES
DISTRICTS, PAGE(S) _____ AND AS INSTRUMENT NO. _____
IN THE OFFICE OF THE COUNTY
RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF
CALIFORNIA.

BY DEPUTY
COUNTY RECORDER
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA


REFERENCE IS MADE TO THAT BOUNDARY MAP OF
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC
SERVICES) OF THE CITY OF COVINA RECORDED WITH
THE LOS ANGELES COUNTY RECORDER'S OFFICE ON
MAY 18, 2007, AS DOCUMENT NO. 20071218337 IN THE
BOOK OF MAPS OF ASSESSMENT AND COMMUNITY
FACILITIES DISTRICTS.


THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL
SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND
DIMENSIONS AS SHOWN ON THE LOS ANGELES COUNTY
ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

THE LOS ANGELES COUNTY ASSESSOR'S MAPS SHALL
GOVERN FOR ALL DETAILS CONCERNING THE LINES AND
DIMENSIONS OF SUCH LOTS OR PARCELS.



LEGEND

 ANNEXATION BOUNDARY

 MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSOR'S PARCEL NUMBER
1	8446-009-020



RESOLUTION CC 2023-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (ANNEXATION NO. 33) AND AUTHORIZING THE LEVY OF A SPECIAL TAX AND SUBMITTING THE LEVY OF TAX TO THE QUALIFIED ELECTORS

WHEREAS, this Council, on February 7, 2023, adopted Resolution CC 2023-07 (hereafter referred to as the “Resolution of Intention”) stating its intention to annex territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (“CFD No. 2007-1”), pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”); and

WHEREAS, a copy of the Resolution of Intention, which states the authorized services to be provided and financed by CFD No. 2007-1, and a description and map of the proposed boundaries of the territory to be annexed to CFD No. 2007-1 (“Annexation No. 33”), is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein; and

WHEREAS, on the 21st of March, 2023, this Council held a noticed public hearing as required by the Act and the Resolution of Intention relative to the proposed annexation of territory to CFD No. 2007-1; and

WHEREAS, at said hearing all interested persons desiring to be heard on all matters pertaining to the annexation of territory to CFD No. 2007-1 and the levy of said special taxes within the area proposed to be annexed were heard and a full and fair hearing was held; and

WHEREAS, prior to the time fixed for said hearing, written protests had not been filed against the proposed annexation of territory to CFD No. 2007-1 by (i) 50% or more of the registered voters, or six registered voters, whichever is more, residing in CFD No. 2007-1, or (ii) 50% or more of the registered voters, or six registered voters, whichever is more, residing in the territory proposed to be annexed to CFD No. 2007-1, or (iii) owners of one-half or more of the area of land in the territory within CFD 2007-1 and not exempt from special tax, or (iv), owners of one-half or more of the area of land in the territory proposed to be annexed to CFD No. 2007-1 and not exempt from the special tax; and

WHEREAS, a boundary map for Annexation No. 33 to CFD No. 2007-1 has been filed with the County Recorder of the County of Los Angeles, which map shows the territory to be annexed in these proceedings, and a copy thereof is on file with the City Clerk.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The above recitals are all true and correct.

SECTION 2. Authorization. All prior proceedings taken by this Council with respect to CFD No. 2007-1 and the proposed annexation of territory thereto have been duly considered and are hereby determined to be valid and in conformity with the Act.

SECTION 3. Boundaries. The description and map of the boundaries of the territory to be annexed to CFD No. 2007-1, on file with the City Clerk, are hereby finally approved, are incorporated herein by reference, and shall be included within the boundaries of CFD No. 2007-1, and said territory is hereby annexed to CFD No. 2007-1, subject to voter approval of the levy of the special taxes therein as hereinafter provided.

SECTION 4. Services. The services which CFD No. 2007-1 is authorized to finance are in addition to those provided in or required for the territory within CFD No. 2007-1 and the territory to be annexed to CFD No. 2007-1 and will not be replacing services already available. A general description of the services to be financed is as follows:

PUBLIC SERVICES

New police services, fire protection and suppression services, paramedic services, and park maintenance, including but not limited to (i) the costs of contracting services, (ii) related facilities, equipment, vehicles, ambulances, fire apparatus and supplies, (iii) the salaries and benefits of City staff that directly provide police services, fire protection and suppression services, paramedic services, and park maintenance respectively, and (iv) City overhead costs associated with providing such services within CFD No. 2007-1. The Special Tax provides only partial funding for Public Services.

SECTION 5. Special Taxes. It is the intention of this City Council that, except where funds are otherwise available, a special tax sufficient to pay for said services to be provided in CFD No. 2007-1 and the territory proposed to be annexed as part of Annexation No. 33, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 33, will be levied annually within the boundaries of Annexation No. 33 from and after the annexation of such property to CFD No. 2007-1. The special taxes shall be those as originally authorized through the formation of CFD No. 2007-1 and adopted by Ordinance of this legislative body, and no changes or modifications are proposed in the special taxes from those as originally set forth and made applicable to CFD No. 2007-1.

For particulars as to the rate and method of apportionment of the proposed special tax (the "RMA"), reference is made to the attached and incorporated Exhibit "A," which sets forth in sufficient detail the method of apportionment to allow each landowner or resident within Annexation No. 33 to clearly estimate the maximum annual amount that said person will have to pay on said special tax.

SECTION 6. Election. The provisions of the Resolution of Intention of the City, each as heretofore adopted by this Council, are by this reference incorporated herein as if fully set forth herein.

- (a) Pursuant to the provisions of the Act, the proposition of the levy of the special tax within Annexation No. 33 shall be submitted to the voters within Annexation No. 33 at an election called therefore as hereinafter provided. This Council hereby finds that twelve (12) or more persons have not been registered to vote within Annexation No. 33 for each of the 90

days preceding the close of the hearing heretofore conducted and concluded by this Council for the purposes of these annexation proceedings. Accordingly, and pursuant to Section 53326 of the Act, this Council finds that for purposes of these proceedings the qualified electors are the landowners within Annexation No. 33 and that the vote shall be by said landowners, each having one vote for each acre or portion thereof such landowner owns in Annexation No. 33.

(b) Pursuant to Section 53326 of the Act, the election shall be conducted by mail ballot under applicable sections of the California Elections Code, commencing with Section 4000 of said code with respect to elections conducted by mail. The Council called a special election to consider the measures described and incorporated in the ballot, attached as Exhibit “B,” which election was held on March 21st, 2023, (hereafter referred to as “Election Day”). The City Clerk was the election official to conduct the election and provided each landowner in the territory to be annexed to CFD No. 2007-1, a ballot in the form of Exhibit “B”, which form is hereby approved. The City Clerk has accepted the ballots of the qualified electors received prior to 7:30 p.m. on Election Day, whether received by mail or by personal delivery.

(c) This Council hereby further finds that the provision of Section 53326 of the Act requiring a minimum of 90 days to elapse before said election is for the protection of voters, has been waived by the voters and the date for the election hereinabove specified is established accordingly.

SECTION 7. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 21st day of March, 2023.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2023-18 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ
Deputy City Clerk

EXHIBIT A
FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

CITY OF COVINA

COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)

A special tax as hereinafter defined shall be levied on and collected for Community Facilities District No. 2007-1 (Public Services) of the City of Covina (“CFD No. 2007-1”) each Fiscal Year, commencing in Fiscal Year 2007-2008, in an amount determined by the City Council of the City of Covina through the application of the appropriate Special Tax for “Developed Property,” as described below. All of the real property in CFD No. 2007-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent, and in the manner herein provided.

A. DEFINITIONS

The terms hereinafter set forth have the following meanings:

“Act” means the Mello-Roos Communities Facilities Act of 1982 as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“Administrative Expenses” means any actual ordinary and necessary expense of the City of Covina, or designee thereof or both, to carry out the administration of CFD No. 2007-1 related to the determination of the amount of the levy of the Special Tax, the collection of the Special Tax including the expenses of collecting delinquencies, the payment of a proportional share of salaries and benefits of any City employee whose duties are directly related to the administration of CFD No. 2007-1, fees and expenses for counsel, Special Tax consultant and other consultants hired by the City in relation to CFD No. 2007-1, costs associated with responding to public inquiries regarding CFD No. 2007-1, and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2007-1.

“Affordable Housing” means any Unit within CFD No. 2007-1 that is subject to a written and recordable covenant, deed restriction, resale restriction, regulatory agreement or similar agreement with either the City of Covina or the Redevelopment Agency of the City of Covina, which restricts the amount of rent for that Unit to “affordable rent” (as that term is defined in California Health and Safety Code Section 50053) for a period of not less than fifty-five (55) years, or which restricts the purchase price for that Unit to “affordable housing cost” (as that term is defined in California Health and Safety Code Section 50052.5) for a period of not less than forty-five (45) years. A Unit shall no longer be considered Affordable Housing following the expiration or termination of the applicable covenant, restriction or agreement.

“Annual Escalation Factor” means for the Special Tax, the greater of (i) two percent (2.00%), or (ii) the percentage change in the Consumer Price Index for the Calendar Year ending in December of the prior Fiscal Year.

“Assessor’s Parcel” means a lot or parcel of land designated on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number within the boundaries of CFD No. 2007-1.

“Assessor’s Parcel Map” means an official map of the Assessor of the County designating parcels by Assessor’s Parcel number.

“Base Year” means Fiscal Year ending June 30, 2008.

“Boundary Map” means the map of the boundaries for CFD No. 2007-1, as approved by the City Council, and recorded with the County in maps of assessments and community facilities districts.

“Building Permit” means a permit for new construction for a residential dwelling Unit. For purposes of this definition, “Building Permit” shall not include permits for construction or installation of retaining walls, utility improvements, or other such improvements not intended for human habitation.

“Calendar Year” means the period commencing January 1 of any year and ending the following December 31.

“CFD Administrator” means an official of the City, or designee thereof, responsible for determining the Special Tax Requirements and providing for the levy and collection of the Special Tax.

“CFD No. 2007-1” means Community Facilities District No. 2007-1 (Public Services) established by the City under the Act.

“City” means the City of Covina.

“City Council” means the City Council of the City, acting as the Legislative Body of CFD No. 2007-1, or its designee.

“Consumer Price Index” means the index published by the U.S. Department of Labor, Bureau of Labor Statistics for all urban consumers in the Los Angeles-Riverside-Orange County area.

“County” means the County of Los Angeles.

“Developed Property” means all Assessor’s Parcels within CFD No. 2007-1 for which Building Permits were issued on or before May 1 preceding the Fiscal Year for which the Special Tax is being levied, provided that a Final Map was created on or before January 1 of the prior Fiscal Year and that each such Assessor's Parcel is associated with a Lot, as determined reasonably by the City and/or CFD administrator.

“Exempt Property” means all Assessor’s Parcels within CFD No. 2007-1 designated as being exempt from the Special Tax as determined in Section F.

“Final Map” means a subdivision of property evidenced by the recordation of a final map, parcel map, or lot line adjustment, pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.) or the recordation of a condominium plan pursuant to California Civil Code 1352 that creates individual lots for which Building Permits may be issued without further subdivision.

“Fiscal Year” means the period commencing on July 1 of any year and ending the following June 30.

“Lot” means an individual legal lot created by a Final Map for which a Building Permit could or has been issued.

“Maximum Special Tax” means the Maximum Special Tax determined in accordance with Section C, which can be levied by CFD No. 2007-1 in any Fiscal Year on Taxable Property within CFD No. 2007-1.

“Mixed-Use Property” means all Assessor’s Parcels of Developed Property for which Building Permit(s) have been issued for purposes of constructing Non-Residential Property and Residential Property. Residential Units on Mixed-Use Property shall be classified as Multi-Family Residential.

“Multi-Family Residential” means all Assessor’s Parcels of Developed Property for which a Building Permit has been issued for purposes of constructing a residential structure consisting of two or more residential Units that share common walls, including, but not limited to, duplexes, triplexes, town homes, condominiums, apartment Units, and residential Units on Assessor’s Parcels that are considered Mixed-Use Property.

“Non-Residential Property” means all Assessor’s Parcels for which a Building Permit was issued for any type of non-residential use.

“Public Property” means any property within the boundaries of CFD No. 2007-1 that is owned by or irrecoverably dedicated to the City, the federal government, the State of California, the County, CFD No. 2007-1, or other public agency. For purposes of this definition, property owned by the Redevelopment Agency of the City of Covina is **not** considered Public Property and any property owned by the Redevelopment Agency will be subject to the levy of a Special Tax in accordance with Sections C and D herein.

“Public Services” means new police services, fire protection and suppression services, paramedic services, and park maintenance, including but not limited to (i) the costs of contracting services, (ii) related facilities, equipment, vehicles, ambulances, fire apparatus and supplies, (iii) the salaries and benefits of City and Fire District staff that directly provide police services, fire protection and suppression services, paramedic services, and park maintenance, and (iv) City and Fire District overhead costs associated with providing such services within CFD No. 2007-1. The Special Tax provides only partial funding for police, fire protection services, paramedic services, and park maintenance.

“Special Tax” means any special tax authorized to be levied by CFD No. 2007-1 pursuant to the Act to fund the Special Tax Requirement.

“Single-Family Residential” means all Assessor’s Parcels of Developed Property for which a Building Permit has been issued for purposes of constructing one single-family residential dwelling Unit.

“Taxable Property” means all Assessor’s Parcels within CFD No. 2007-1 that are not exempt from the levy of the Special Tax.

“**Tax Class**” means any of the classes listed in Table 1 below.

“**Undeveloped Property**” means all Assessor’s Parcels within CFD No. 2007-1 for which Building Permits have not been issued and that is not classified as Approved Property or Public Property.

“**Unit**” means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

B. CLASSIFICATION OF ASSESSOR’S PARCELS

Each Fiscal Year, beginning with Fiscal Year 2007-2008, each Assessor’s Parcel within CFD No. 2007-1 shall be classified as Developed Property or Exempt Property. In addition, each Fiscal Year, beginning with Fiscal Year 2007-2008, each Assessor’s Parcel of Developed Property shall be further classified as Single-Family Residential, Multi-Family Residential, or Mixed-Use Property.

C. MAXIMUM ANNUAL SPECIAL TAX

The Maximum Special Tax for each Assessor’s Parcel classified as Single-Family Residential, Multi-Family Residential, and Mixed-Use Property in Fiscal Year 2007-2008 shall be equal to the Maximum Special Tax set forth in Table 1.

TABLE 1
MAXIMUM ANNUAL SPECIAL TAX RATES
Fiscal Year 2007-2008

Tax Class	Description	Maximum Special Tax
1	Single-Family Residential	\$527 per Unit
2	Multi-Family Residential	\$395 per Unit
3	Mixed-Use Property	\$395 per Unit

For each subsequent Fiscal Year following the Base Year, the Maximum Special Tax for each Assessor’s Parcel classified as Developed Property shall be adjusted by the Annual Escalation Factor.

Multiple Tax Classes

In some instances an Assessor’s Parcel may contain more than one Tax Class. The Maximum Special Tax levied on such Assessor’s Parcel shall be the sum of the Maximum Special Tax that can be imposed on all Tax Classes located on that Assessor’s Parcel.

D. METHOD OF APPORTIONMENT OF SPECIAL TAX

Commencing with Fiscal Year 2007-2008, and for each subsequent Fiscal Year, the Special Tax shall be levied on each Assessor’s Parcel of Developed Property at the applicable Maximum Special Tax as set forth in Section C.

E. TERMINATION OF SPECIAL TAX

The Special Tax shall be levied in perpetuity to fund Public Services provided to CFD No. 2007-1.

F. EXEMPTIONS

The City shall classify as Exempt Property: (i) Public Property, (ii) Non-Residential Property, (iii) Undeveloped Property, (iv) Affordable Housing, or (v) Assessor's Parcels with public or utility easements making impractical their utilization for other purposes than those set forth in the easement.

G. APPEALS

Any property owner claiming that the amount or application of the Special Tax is not correct may file a written notice of appeal with the City Council not later than twelve months after having paid the first installment of the Special Tax that is disputed. A representative(s) of CFD No. 2007-1 shall promptly review the appeal, and if necessary, meet with the property owner, consider written and oral evidence regarding the amount of the Special Tax, and rule on the appeal. If the representative's decision requires that the Special Tax for an Assessor's Parcel be modified or changed in favor of the property owner, a cash refund shall not be made, but an adjustment shall be made to the Special Tax on that Assessor's Parcel in the subsequent Fiscal Year(s).

H. MANNER OF COLLECTION

The annual Special Taxes shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided, however, that CFD No. 2007-1 may collect the Special Taxes at a different time or in a different manner if necessary to meet its financial obligations.

EXHIBIT B
SAMPLE BALLOT



OFFICIAL BALLOT
SPECIAL ELECTION

City of Covina
Community Facilities District No. 2007-1
(Public Services)
Annexation No. 33

This ballot is for a special landowner election. You must return this ballot in the enclosed postage paid envelope to the Office of the City Clerk of the City of Covina no later than 7:30 p.m. on March 1, 2023, either by mail or in person. Ballots received after the special election with a postmark of the special election date, or earlier date, shall not be considered. The City Clerk's office is located at 125 East College Street, Covina, California, 91723.

To vote, mark a cross (X) or a check mark in the voting square after the word "YES" or after the word "NO". All distinguishing marks otherwise made are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Covina and obtain another.

PROPOSITION A: Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California ("Annexation No. 33") and collected so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743?

☐ Yes

☐ No

PROPOSITION B: Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 33 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$100,000 per annum?

☐ Yes

☐ No

Number of votes: 1 Property Owners: Jesus and Maricruz Mariscal

By: _____
Jesus Mariscal

By: _____
Maricruz Mariscal

RESOLUTION CC 2023-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CALLING A SPECIAL ELECTION AND SUBMITTING TO THE VOTERS OF ANNEXATION NO. 33 OF CITY OF COVINA COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) PROPOSITIONS REGARDING THE ANNUAL LEVY OF SPECIAL TAXES WITHIN ANNEXATION NO. 33 TO FINANCE PUBLIC SERVICES, AND THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT

WHEREAS, pursuant to Section 53339.7 of the California Government Code the City Council (hereafter referred to as the “City Council”) of the City of Covina (the “City”) has adopted the resolution authorizing the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California (“CFD No. 2007-1”); and

WHEREAS, by that resolution, the City Council called a special election on the propositions to be submitted to the voters of the territory proposed to be annexed to CFD No. 2007-1 (“Annexation No. 33”) with respect to the levy of special taxes therein for the financing of public services within CFD No. 2007-1; and

WHEREAS, pursuant to Section 53326 of the California Government Code, it is necessary that the City Council submit to the voters of Annexation No. 33 the annual levy of special taxes on taxable property within Annexation No. 33; and

WHEREAS, pursuant to Section 53325.7 of the California Government Code and the provisions of said Code, the City Council may also submit to the voters of Annexation No. 33 a proposition for the establishment of an appropriations limit for Annexation No. 33; and

WHEREAS, twelve (12) or more registered voters have not resided within the territory of Annexation No. 33 for each of the ninety (90) days preceding May 3, 2023.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Findings. The City Council finds that: (i) the foregoing recitals are true and correct; (ii) 12 persons have not been registered to vote within the territory to be annexed to CFD No. 2007-1 for each of the 90 days preceding the close of the public hearing on March 21, 2023; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory to be annexed to CFD No. 2007-1, whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one vote for each acre, or portion thereof, which he or she owns within Annexation No. 33 which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) the owners of all of the land in Annexation No. 33 by written consent (a) waived the time limits set forth in Section 53326 of the California Government Code

for holding the election called by this resolution and the election on the propositions (b) consented to the holding of the election on March 21, 2023, (c) waived notice and mailed notice of the time and date of the election, (d) waived an impartial analysis by the City Attorney of the ballot propositions pursuant to Section 9280 of the California Elections Code and arguments and rebuttals pursuant to Sections 9281 to 9287, inclusive, and 9295 of that Code, and mailing of a statement pursuant to Section 9401 of that Code, and (e) waived a synopsis of the measures to be included in the official ballot for said elections pursuant to Section 12111 of that Code; and (v) the City Clerk (hereafter referred to as the “City Clerk”) has consented to the holding of the election on March 21, 2023.

SECTION 2. Call of Election. The City Council hereby calls and schedules an election for March 21, 2023, on the proposition of the annual levy of special taxes on taxable property within Annexation No. 33 to CFD No. 2007-1 to finance public services within the CFD No. 2007-1, and on the proposition of the establishment of an appropriations limit for Annexation No. 33 to CFD No. 2007-1.

SECTION 3. Propositions. The propositions to be submitted to the voters of Annexation No. 33 at such special election shall be as follows:

Proposition A: Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California (“Annexation No. 33”); and collected so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit “B” to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743?

Proposition B: Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 33 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$100,000 per annum?

The First Amended Rate and Method of Apportionment is attached as Exhibit A.

SECTION 4. Conduct of Election. Except as otherwise provided in Section 5 hereof, the special election shall be conducted by the City Clerk in accordance with the provisions of the California Elections Code governing mail ballot elections of cities, and in particular the provisions of Division 4 (commencing with Section 4000), of that Code, insofar as they may be applicable.

SECTION 5. Election Procedures. The procedures to be followed in conducting the special election on (i) the proposition with respect to the levy of special taxes on taxable property within Annexation No. 33 to CFD No. 2007-1 to pay for public services, and (ii) the proposition with respect to the establishment of an appropriations limit for Annexation No. 33 to CFD No. 2007-1 in the amount of \$100,000 per annum shall be as follows:

(a) Pursuant to Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the City Clerk by mail or by personal service.

(b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and in particular Division 4 (commencing with Section 4000) of that Code with respect to election conducted by mail, the City Clerk, or designated official, shall mail or deliver to each qualified elector an official ballot in the appropriate form, and shall also mail or deliver to all such qualified electors a ballot pamphlet, instructions to voter, and a return identification envelope addressed to the City Clerk for the return of voted official ballots.

(c) The official ballot to be mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter.

(d) The return identification envelope mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of the declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the City Clerk.

(e) The information to voter form to be delivered by the City Clerk to the landowner-voter shall inform them that the official ballot shall be returned to the City Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 7:30 p.m. on the 21st day of March, 2023; provided that if all qualified electors have voted, the election shall be closed with the concurrence of the City Clerk.

(f) Upon receipt of the return identification envelope, which are returned prior to the voting deadline on the date of the election, the City Clerk shall canvass the votes cast in the election, and shall file a statement with the City Council as to the results of such canvass and the election on each proposition set forth in the official ballot.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 21st day of March, 2023.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2023-19 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ
Deputy City Clerk

EXHIBIT A
FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

(Please see Exhibit A to Resolution CC 2023-18, Attachment B, in this same packet)

RESOLUTION CC 2023-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, MAKING CERTAIN FINDINGS, CERTIFYING THE RESULTS OF AN ELECTION AND ADDING PROPERTY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), ANNEXATION NO. 33

WHEREAS, the City Council of the City of Covina (the “City Council”), has previously formed a Community Facilities District pursuant to the provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, said Article 3.5 thereof. The existing Community Facilities District being designated as Community Facilities District No. 2007-1 (Public Services) (hereafter referred to as CFD No. 2007-1); and

WHEREAS, the City Council initiated proceedings to annex certain territory to Community Facilities District No. 2007-1 (Public Services), Annexation No. 33 (hereafter referred to as “Annexation No. 33”); and

WHEREAS, at this time the unanimous consent to the annexation of Annexation No. 33 has been received from the property owner or owners of such territory; and

WHEREAS, twelve (12) or more registered voters have not resided within the territory of Annexation No. 33 for each of the ninety (90) days preceding March 21, 2023, therefore, pursuant to the Act the qualified electors of Annexation No. 33 shall be the “landowners” of Annexation No. 33 as such term is defined in Government Code Section 53317(f) and each such landowner who is the owner of record, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that she or he owns within; and

WHEREAS, the time limit specified by the Act for conducting an election to submit the levy of the special taxes on the property within Annexation No. 33 to the qualified electors of Annexation No. 33 and the requirements for impartial analysis and ballot arguments have been waived with the unanimous consent of the qualified electors of Annexation No. 33; and

WHEREAS, the City Council adopted on March 21, 2023 a resolution entitled “Resolution of the City Council of the City of Covina, California, Calling a Special Election and Submitting to the Voters of Annexation No. 33 of City of Covina Community Facilities District No. 2007-1 (Public Services) Propositions Regarding the Annual Levy of Special Taxes within Annexation No. 33 to Finance Public Services, and the Establishment of an Appropriations Limit” (the “Resolution Calling Election”), calling for a special election (the “Special Election”) of the qualified electors within Annexation No. 33; and

WHEREAS, pursuant to the terms of said resolution, which are by this reference incorporated herein, the Special Election was held on March 21, 2023, and the City Clerk has on file a Certificate of Election Official and Statement of Votes Cast (the “Certificate”), a copy of which is attached hereto as Exhibit A and by this reference incorporated herein; and

WHEREAS, the measures voted upon did receive the favorable 2/3’s vote of the qualified electors, and the City Council desires to declare the results of the Special Election; and

WHEREAS, a map showing the territory to be annexed and designated as Annexation No. 33 (hereafter referred to as the “Annexation Map”), a copy of which is attached as Exhibit B hereto and incorporated herein by this reference, and a list of Properties to be annexed and landowners, a copy of which is attached as Exhibit C hereto and incorporated herein by this reference, has been submitted to the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Recitals. The above recitals are all true and correct.

SECTION 2. Findings. This City Council does hereby determine as follows:

- (a) The unanimous consent to the annexation of Annexation No. 33 to CFD No. 2007-1 has been given by all of the owners within Annexation No. 33 and such consent shall be kept on file in the Office of the City Clerk.
- (b) Twelve (12) or more registered voters have not resided within the territory of Annexation No. 33 for each of the ninety (90) days preceding March 21, 2023, therefore, pursuant to the Act the qualified electors of Annexation No. 24 shall be the “landowners” of such Annexation No. 33 as such term is defined in Government Code Section 53317(f).
- (c) Pursuant to the Certificate, the qualified electors of Annexation No. 33 have unanimously voted in favor of the levy of special taxes within Annexation No. 33 upon its annexation to CFD No. 2007-1 and the establishment of an appropriations limit for Annexation No. 33.

SECTION 3. Annexed Area. The boundaries and parcels of territory within Annexation No. 33 and on which special taxes will be levied in order to pay for the costs and expenses of authorized public services are shown on the Annexation Map as submitted to and hereby approved by this City Council.

SECTION 4. Declaration of Annexation. The City Council does hereby determine and declare that Annexation No. 33 is now added to and becomes a part of CFD No. 2007-1. The City Council, acting as the legislative body of CFD No. 2007-1, is hereby empowered to levy the authorized special tax within Annexation No. 33.

SECTION 5. Notice. Immediately upon adoption of this Resolution, notice shall be given as follows:

An Amendment to the Notice of Special Tax Lien (Notice of Annexation) shall be recorded in the Office of the County Recorder no later than fifteen (15) days after the date of adoption of this Resolution.

SECTION 6. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 21st day of March, 2023.

City of Covina, California

BY:

PATRICIA CORTEZ, Mayor

ATTEST:

FABIAN VELEZ, Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2023-20 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21st day of March, 2023, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

FABIAN VELEZ
Deputy City Clerk

EXHIBIT A
CERTIFICATE OF ELECTION OFFICIAL AND STATEMENT OF VOTES CAST

EXHIBIT B

ANNEXATION MAP

ANNEXATION MAP NO. 33
COMMUNITY FACILITIES DISTRICT NO. 2007-1
(PUBLIC SERVICES)

CITY OF COVINA
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

SHEET 1 OF 1



FILED IN THE OFFICE OF THE CITY CLERK THIS _____
DAY OF _____, 202__.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING
PROPOSED BOUNDARIES OF ANNEXATION NO. 33 TO
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC
SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, WAS APPROVED BY THE CITY
COUNCIL OF THE CITY OF COVINA AT A REGULAR
MEETING THEREOF, HELD ON THE _____ DAY OF
_____, 202__, BY ITS RESOLUTION NO. _____.

GEORGIANNA NICOLE ALVAREZ, CHIEF DEPUTY CITY CLERK
CITY OF COVINA

FILED THIS _____ DAY OF _____, 202__, AT THE
HOUR OF _____ O'CLOCK _____ M. IN THE BOOK
OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES
DISTRICTS, PAGE(S) _____ AND AS INSTRUMENT NO. _____
IN THE OFFICE OF THE COUNTY
RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF
CALIFORNIA.

BY DEPUTY
COUNTY RECORDER
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC
SERVICES) OF THE CITY OF COVINA RECORDED WITH
THE LOS ANGELES COUNTY RECORDER'S OFFICE ON
MAY 18, 2007, AS DOCUMENT NO. 20071218337 IN THE
BOOK OF MAPS OF ASSESSMENT AND COMMUNITY
FACILITIES DISTRICTS.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL
SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND
DIMENSIONS AS SHOWN ON THE LOS ANGELES COUNTY
ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

THE LOS ANGELES COUNTY ASSESSOR'S MAPS SHALL
GOVERN FOR ALL DETAILS CONCERNING THE LINES AND
DIMENSIONS OF SUCH LOTS OR PARCELS.



LEGEND
 ANNEXATION BOUNDARY
 MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSOR'S PARCEL NUMBER
1	8446-009-020



EXHIBIT C
LIST OF PROPERTIES TO BE ANNEXED

LIST OF PROPERTIES TO BE ANNEXED

ANNEXATION NO. 33

ASSESSOR PARCEL NO(S) 8446-009-020

Vesting Tract No.

N/A

Address

**671 E. Puente Street
Covina, CA 91723**

Landowner

**Jesus and Maricruz Mariscal
9220 Klingerman St.
South El Monte, CA 91733**